

Information & Technology Collection – supplement

AG 7540.04 – STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

The substantive changes in this guideline include the following:

1. Reference to the definition of Technology Resources in Bylaw 0100 is added in the first paragraph.
2. The term “Technology Resources” is capitalized throughout to indicate that it is a term of art for which there is a specific definition applicable to the District’s policies.
3. Because of the reference to the definition of “Technology Resources” in Bylaw 0100 in the first paragraph, we eliminated the full definition.
4. On page 1, we set forth options concerning whether staff are authorized to use District Technology Resources strictly for work-related purposes, or also for incidental, personal non-work-related purposes, provided the use does not interfere with the employee's job performance, does not impose any direct cost to the district, does not affect other users’ use of resources for education or work-related purposes, and does not expose the district to any unnecessary risk.
5. The terms “Technology Resources” and “Information Resources” are capitalized throughout to indicate that they are terms of art for which there are specific definitions applicable to the District’s policies.
6. On page 2, we clearly state that this guideline also governs staff members’ use of personal communication devices (PCDs) as that term is defined in Bylaw 0100. This is true whenever the PCD is connected to the District's Technology Resources or is being used to create, use, or transmit District Information Resource and is on Board-owned property or a Board-sponsored activity. The guideline further reminds staff that use of PCDs may generate a public record or education records that needs to be maintained in accordance with law.
7. The remainder of the document sets forth a non-exhaustive list of unauthorized uses and prohibited behaviors, as well as a general overview of the responsibilities that users have when using District Technology and/or Information Resources.

8. On pages 9, we expand upon the concept that much of what is found online (i.e., through online articles, blog posts, podcasts, videos, etc.) is subject to intellectual property laws that need to be complied with.
9. On pages 15-16, we updated the "splash screen" notice that a user sees when logging in to a computer, laptop, etc. so that it contains the current definition of Technology Resources (as that term is defined in Bylaw 0100).
10. On page 21, we have emphasized the limited nature of District Technology Resources and advise staff to use network resources and printers in a responsible manner.



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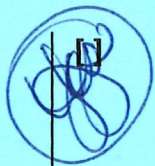
REVISED GUIDELINE - TECHNOLOGY UPDATE- PHASE III

STAFF EDUCATION TECHNOLOGY
ACCEPTABLE USE AND SAFETY

~~Staff members are authorized to use the Board of Education's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed Tech") for educational and professional purposes. Use of the Education Technology is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil or criminal liability. Prior to accessing the Education Technology, staff members must sign the Staff Education Technology Acceptable Use and Safety Agreement. () Staff members must complete a mandatory training session/program before being permitted to access the Education Technology and/or being assigned a school email address.~~

Staff members shall use District Technology Resources (see definition Bylaw 0100) for educational and professional purposes only.

[] District Technology Resources (see definition Bylaw 0100) shall not be used for personal, non-work related purposes.



[] District Technology Resources (see definition Bylaw 0100) may be used for incidental personal, non-work related purposes that do not interfere with the employee's performance of his/her job responsibilities, do not result in direct costs to the District, do not affect other users, use of the resources for education and work related purposes, do not expose the District to unnecessary risks, or violate applicable Board of Education policies, administrative guidelines, or law/regulations.



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Use of District Technology Resources is a privilege, not a right. When using District Technology Resources, staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Staff members found to have engaged in unauthorized or inappropriate use of District Technology and/or Information Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil or criminal liability. Prior to accessing or using District Technology and/or Information Resources, staff members must sign the Staff Technology Acceptable Use and Safety Agreement (Form 7540.04 F1). ~~() Staff members must complete a mandatory training session/program before being permitted to access or use District Technology and/or Information Resources and/or being assigned a school e-mail address.~~

This guideline also governs staff members' use of their personal communication devices (PCDs) (as defined in Bylaw 0100) when they are connected to the District's Technology Resources, creating, using or transmitting District Information Resources, or when used while the staff member is on Board-owned property or at a Board-sponsored activity. Staff are reminded that use of PCDs (including the sending of text messages) may generate a public record or an education record that needs to be maintained in accordance with the Board's record retention schedule and/or Federal and State law.

~~Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.~~ Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Technology and/or Information Resources.

- A. ~~Staff members are responsible for their behavior and communication using the Ed Tech.~~ All use of the **District Technology and/or Information Resources** ~~Education Technology~~ must be consistent with the educational mission and goals of the District.



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- B. Staff members may only access and use **District Technology and/or Information Resources** ~~the Education Technology~~ by using their assigned account and may only send school-related electronic communications using their District-assigned e-mail addresses. Use of another person's account/e-mail address/~~password~~ is prohibited. Staff members may not allow other users to utilize their **account/e-mail address and should not share their password with other users** ~~passwords~~. Staff members may not go beyond their authorized access. Staff members are **expected to take responsible for taking** steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. **No user may have access to another's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e-mail messages is considered theft. Any attempts to gain access to unauthorized resources or data/information either on the District's computer or telephone systems or any systems to which the District has access are prohibited. Similarly, staff** ~~Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's network. Staff members may not intentionally disable any security features of the Ed Tech.~~
- D. **Staff members may not intentionally disable any security features used on District Technology Resources.**



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D.E. Staff members may not use **District Technology Resources or their personal communication devices**~~the Education Technology~~ to engage in **vandalism**, "hacking" or other illegal activities (e.g., software pirating;; intellectual property violations; engaging in slander, libel or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances or goods).

1. Slander and libel - ~~are terms defined specifically in law.~~ Generally, **In short** slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Staff members shall not knowingly or recklessly post false or defamatory information about a person or organization. Staff members are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
2. Staff members shall not use **District Technology Resources**~~the Education Technology~~ to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline, up to and including termination. Such actions will be reported to local law enforcement and child services as required by law.



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3. **Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or data/information residing in District Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of District Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited.**

Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Staff members may not engage in vandalism or use District Technology Resources or their personal communication devices in such a way that would disrupt others' use of District technology resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Staff members also must avoid intentionally wasting limited resources. Staff members must immediately notify the building Principal or _____ if they identify a possible security problem. Staff members should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

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[CHOOSE OPTION #1 OR OPTION #2]

[1] [OPTION #1]

4. Use of District Technology Resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that 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; and material that lacks serious literary, artistic, political or scientific value as to minors. If a staff member inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the Building Principal or District Tech. This will protect the user against an allegation that s/he intentionally violated this provision.

[END OF OPTION #1]



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[] [OPTION #2]

4. Staff members shall not use District Technology Resources to access, process, distribute, display or print prohibited material at any time, for any purpose. Staff members may only access, process, distribute, display or print restricted material, and/or limited access material as authorized below.

a. Prohibited material includes material that constitutes child pornography and material that is obscene, objectionable, inappropriate and/or harmful to minors, as defined by the Children's Internet Protection Act. As such, the following material is prohibited: material that appeals to a prurient or unhealthy interest in nudity, sex, and excretion; material that 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; and material that lacks serious literary, artistic, political or scientific value as to minors. Prohibited material also includes material that appeals to a prurient or unhealthy interest in, or depicts, describes, or represents in a patently offensive way, violence, death, or bodily functions; material designated as for "adults" only; and material that promotes or advocates illegal activities.



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b. **Restricted material may be accessed by staff members in the context of specific learning activities for legitimate research and professional development purposes. Materials that may arguably fall within the description provided for prohibited material that has clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be restricted. In addition, restricted material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are restricted unless such sites have been specifically approved by the _____.** [NOTE: THIS PARAGRAPH CAN BE MODIFIED AS DESIRED BY THE DISTRICT.]

c. **Limited access material is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities or during non-work times. Limited access material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investment.** [NOTE: THIS LAST SENTENCE CAN BE MODIFIED AS DESIRED BY THE DISTRICT.]

If a staff member inadvertently accesses material that is considered prohibited or restricted, s/he should immediately disclose the inadvertent access to the Building Principal or _____. This will protect the staff member against an allegation that s/he intentionally violated the provision.



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The determination of whether material is prohibited, restricted, or limited access shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. () The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for students to access. The fact that the technology protection measures have blocked access to certain material shall not create the presumption that the material is inappropriate for staff members to access.

[END OF OPTION #2]

5. Unauthorized Use of Software or Other Intellectual Property from Any Source - Laws and ethics require proper handling of intellectual property. Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District computers must be approved by the Director of Technology, and the District must own, maintain, and retain the licenses for all copyrighted software loaded on District computers. Staff members are prohibited from using District Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Staff members should treat information found electronically in the same way they treat information found in printed sources - i.e., properly citing sources of information and refraining from plagiarism.



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E.F. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F.G. ~~Any use of the Ed Tech~~ **District Technology Resources may not be used for private gain or for commercial purposes** (e.g., purchasing or offering for sale personal products or services by staff members), advertising, or political lobbying **or campaigning** is prohibited. **[NOTE: THE BOARD COULD ALLOW LIMITED COMMERCIAL ACTIVITY BY STAFF MEMBERS; (e.g., sale of one (1) of a kind items on staff intranet)]** () This provision shall not limit the use of **District Technology Resources** ~~the Ed Tech~~ by staff members for the purpose of communicating with elected representatives or expressing views on political issues. **[NOTE: This option is legally correct, but it need not be included.]** () Staff members may use **District Technology Resources** ~~the Ed Tech~~ for communication related to collective bargaining and union organizational activities. **[NOTE: THIS OPTION IS SUBJECT TO BARGAINING.]**

G.H. Staff members are expected to abide by the following generally accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through **or utilizing District Technology Resources** ~~the Education Technology~~. **Do not use** ~~Refrain from using~~ obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications **made through or utilizing District Technology Resources** ~~the Ed Tech~~ (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a staff member is told by a person to stop sending him/her messages, the staff member must stop.



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4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet, unless there is prior written parental approval or it is otherwise permitted by Federal and/or State law.
6. Check e-mail, frequently and delete e-mail promptly () to avoid excessive use of the electronic mail disk space. Nothing herein, alters the staff member's responsibility to preserve e-mail and other electronically stored information that constitutes a public record, student education record and/or a record subject to a Litigation Hold.

[CHOOSE OPTION #1 OR OPTION #2]

[] — [OPTION #1]

- H. ~~Use of the Education Technology to access, process, distribute, display or print child pornography and other material which is obscene, objectionable, inappropriate or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex and excretion; material that 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; and material that lacks serious literary, artistic, political or scientific value as to minors. If a staff member inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the building principal or _____. This will protect the staff member against an allegation that s/he intentionally violated this provision.~~

[END OF OPTION #1]



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[] _____ [OPTION #2]

H. ~~Staff members shall not use the Education Technology to access, process, distribute, display or print Prohibited Material at any time, for any purpose. Staff members may only access, process, distribute, display or print Restricted Material and/or Limited Access Material as authorized below.~~

1. ~~Prohibited Material includes material that constitutes child pornography and material that is obscene, objectionable, inappropriate and/or harmful to minors, as defined by the Children's Internet Protection Act. As such, the following material is prohibited: material that appeals to a prurient or unhealthy interest in nudity, sex, and excretion; material that 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; and material that lacks serious literary, artistic, political or scientific value as to minors. Prohibited material also includes material that appeals to a prurient or unhealthy interest in, or depicts, describes or represents in a patently offensive way, violence, death, or bodily functions; material designated as for "adults" only; and material that promotes or advocates illegal activities.~~



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2. ~~Restricted material may be accessed by staff members in the context of specific learning activities for legitimate research or professional development purposes. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted unless such sites have been specifically approved by _____.~~ **[NOTE: THIS PARAGRAPH CAN BE MODIFIED AS DESIRED BY THE DISTRICT.]**
3. ~~Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investment.~~ **[NOTE: THIS LAST SENTENCE CAN BE MODIFIED AS DESIRED BY THE DISTRICT.]**

~~If a staff member inadvertently accesses material that is considered Prohibited or Restricted, s/he should immediately disclose the inadvertent access to the building principal or _____.~~ This will protect the staff member against an allegation that s/he intentionally violated the provision.



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~~The determination of whether material is Prohibited, Restricted, or Limited Access shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. () The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for staff members to access. The fact that the technology protection measures have blocked access to certain material shall not create the presumption that the material is inappropriate for staff members to access.~~

[END OF OPTION #2]

- I. ~~Malicious use of the Education Technology to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer/laptop/tablet or computing system is prohibited. Staff members may not engage in vandalism or use the Ed Tech in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Staff members must also refrain from intentionally wasting limited resources. Staff members must immediately notify the building principal or _____ if they identify a possible security problem. Staff members should not go looking for security problems (unless that is a component of their job description), because this may be construed as an unlawful attempt to gain access.~~



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J.I. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

K.J. Downloading of information onto school-owned equipment or contracted online educational services is prohibited, without prior approval from _____. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a staff member transfers a file or installs a software program that infects the District's ~~Ed Tech~~ **District Technology Resources** with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Education Technology once again fully operational.

[CHOOSE OPTION #3 OR OPTION #4]

[] [OPTION #3]

L.K. Privacy in communication over the Internet and through the District's ~~Education—Technology~~ **computer network** is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access, monitor, review and inspect any directories, files and/or messages residing—**stored** on or sent/**received** using the ~~Ed Tech~~ **its Technology Resources**. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

[END OF OPTION #3]



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[] [OPTION #4]

~~L.K.~~ Staff members **Users** have no right or expectation to privacy when using the ~~Education Technology~~ **District Technology and/or Information Resources**. The ~~District Board~~ reserves the right to access and inspect any facet of the ~~Ed Tech~~ **Technology and/or Information Resources**, including, but not limited to, computers, laptops, tablets, and other web-enabled devices, ~~personal communication devices~~, networks or Internet connections or online educational services or **apps**, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A staff member's use of the ~~Ed Tech~~ **District Technology and/or Information Resources** constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the ~~Ed Tech~~ **Technology Resources** and related storage medium and equipment. Routine maintenance and monitoring, utilizing both ~~technical~~ **technology** monitoring systems and staff monitoring, may lead to discovery that a staff member has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a staff member has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Staff are reminded that their communications are subject to Ohio's public records laws and FERPA.

[END OF OPTION #4]



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The following Notice will be included as part of the computer log-on screen:

[CHOOSE OPTION #A OR OPTION #B]

[] [OPTION #A]

"~~The Board's Education District~~ Technology Resources (including computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, other web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, personal communication devices, network, and Internet connection, and online educational services and apps) ~~is~~ are to be used for educational and professional purposes only. Users are reminded that all use of the ~~Education District~~ Technology Resources, including Internet use, is monitored by the District and individual users have no expectation of privacy."

[END OF OPTION #A]



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[] [OPTION #B]

NOTICE AND CONSENT FOR MONITORING

"Unauthorized or improper use of the ~~District's Education Technology~~ **Technology Recourses** is strictly prohibited. Use of the District's ~~Education Technology~~ **Resources**, including its computers, laptops, tablets, **e-readers, cellular/mobile telephones, smartphones, other web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drivers, CDs/DVDs, USB thumb drives and memory chips), the computer personal communication devices, network, and Internet connection, and online educational services and apps**, must comply with the **Board's** ~~District's Education Technology~~ Acceptable Use and Safety Policy/Agreement. ~~This Education~~ **District Technology Resources** ~~is~~ **are** provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. ~~The Education~~ **District Technology Resources are** is subject to monitoring for all lawful purposes, (e.g. to ensure its proper functioning and management, to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.



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Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and/or used for authorized purposes. All information, including personal information, ~~stored~~ placed on or ~~transmitted through~~ sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized **or inappropriate** use may subject you to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes."

[END OF OPTION #B]

- M.L.** Use of the Internet and any information procured from the Internet is at the staff member's own risk. The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through **District Technology Resources** the ~~Ed-Tech~~ will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in class must be cited the same as references to printed materials. The Board is not responsible for financial obligations arising through the unauthorized use of the ~~Ed-Tech~~ **its Technology Resources**. Staff members will indemnify and hold the Board harmless from any losses sustained as the result of **the staff member's** misuse of the ~~Ed-Tech~~ **District Technology Resources** by the staff member.
- NM.** Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education—Technology Acceptable Use and Safety Agreement Form."



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[CHOOSE OPTION #5 OR OPTION #6]

[] [OPTION #5]

Q.N. Proprietary rights in the design of websites/**services/apps** hosted on the Board-owned or leased servers remains at all times with the Board without prior written authorization.

[END OF OPTION #5]

[] [OPTION #6]

Q.N. Staff members own the copyright to works created outside the scope of their employment responsibilities and without the use of Board resources. Staff members may post such work on the District website to facilitate access by students and/or staff. Notice of such posting and claim of ownership must be provided to the building Principal or _____. By posting such work on the District's website, the staff member agrees to grant a non-exclusive license or permission for any staff or student within the District to freely use such work. The Board shall own the copyright on any works created by staff members within the scope of their employment responsibilities.

[END OF OPTION #6]

P.O. Staff members are reminded that **student** personally identifiable ~~student~~ information is confidential and may not be disclosed without prior written parental permission.

Q.P. File-sharing is strictly prohibited. Staff members are prohibited from downloading and/or installing file-sharing software or programs on **District Technology Resources**~~the Ed-Tech~~.

() Staff members may not **use District Technology Resources** to establish or access web-based e-mail accounts on commercial services ~~through the Ed-Tech~~ (e.g., Gmail, Hotmail, **Cloud**, Yahoo mail, etc.).



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S.Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

T.R. Preservation of Resources: **District Technology Resources** Computer resources are limited. () Because space on disk drives and bandwidth across the **wires that lines** which connect the District **Technology Resources** 's Ed Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the _____. **[NOTE; END OF OPTION]** Each staff member is permitted reasonable space to store e-mail, web, and personal **school/work related** files. The Board reserves the right to require the purging of files in order to regain disk space.

() Staff members are () **required** () **encouraged** to limit student exposure to commercial advertising and product promotion when **selecting/developing** the District or classroom websites/**services/apps** or giving other assignments that utilize the Internet. Under all circumstances, staff members must comply with COPPA.

1. Websites with extensive commercial advertising may be included on the District or classroom websites/**services/apps** or designated as a required or recommended site only if there is a compelling educational reason for such selection.
2. Staff members may make use of high-quality, unbiased online educational materials that have been produced with corporate sponsorship. Staff members may not make use of educational materials that have been developed primarily for the purpose of promoting a company and/or its products or services.



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Abuse of Network Resources

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

Unauthorized Printing

District printers may only be used to print school/work-related documents. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the staff member.

Any questions and concerns regarding these guidelines may be directed to
Dir of Tech.

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256A
20 U.S.C. 677, 9134 (2003)

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