

Forest Hills Local School District Acceptable Use Policy

The Forest Hills Local School District (District) believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing children for life in the 21st century. The community of technology users must understand that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. The District believes that the Internet's advantages far outweigh its disadvantages and will provide an Internet filtering device which blocks access to a large percentage of inappropriate sites. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, the District considers access to the Internet and computer resources a privilege, not a right. Therefore, users violating the District's Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action. The District also reserves the right to report any illegal activities to the appropriate authorities. Ultimately, parents and guardians of minors are responsible for conveying the standards that their children should follow when using media and information sources and upholding the published standards of the District. All students must have a current, signed AUP on file with their school of attendance or they will not be permitted to access the District Network or the Internet.

The District employs a number of strategies in order to maximize learning opportunities and reduce risks associated with utilizing the Network and Internet. These strategies are as follows:

General

- Computer/Internet sessions will be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school district may regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake actions that may bring the District into disrepute.

Network

- Students will access the Network and Internet with specific teacher permission and supervision and further understand that activities on any school computer may be observed directly or remotely.
- Students will not access or use files, utilities or applications capable of altering intended computer or Network performance, settings or access.
- Students will not use or attempt to gain unauthorized access to student, faculty or administrative passwords; folders, work, files, or accounts; Network administrative programs or equipment; and will protect the secrecy of home/school accounts and passwords.
- Students will refrain from using the Network for financial gain, political gain, and commercial activity or for any illegal activity.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Students will only download materials or images relevant to their studies.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or Network management reasons.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Social Networking

- Students will only have access to chat rooms, discussion forums, Weblogs, messaging or other electronic forms of communication that have been approved by the District.
- Chat rooms, discussion forums, Weblogs and other electronic communication forums will only be used for educational purposes.

School Web Site

- Students may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's Web site.
- The Web site will be checked regularly to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated by a teacher.
- Students' work may appear in an educational context on Web pages.
- Personal student information including home address and contact details will be omitted from school Web pages.
- Students will continue to own the copyright on any work published.

Personal Cellular Devices

Students using their own cellular technology in school, such as leaving a mobile phone turned on during school hours, using it in class without teacher permission, or the unauthorized taking of images with a mobile phone camera (still or moving) is in direct breach of the District's Acceptable Use Policy as well as the District's Student Code of Conduct.

Students may use cellular technology in class for educational purposes with teacher permission.

Sanctions

Misuse of the Network or Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

General Provisions

Students and parents should familiarize themselves with information on the following legislation relating to Internet use:

Children's Internet Protection Act of 2000 (CIPA)

The District will have the following in continuous operation, with respect to any computers belonging to the District and having access to the Internet:

- 1) A qualifying "technology protection measure," as that term is defined in CIPA; and
- 2) Procedures or guidelines developed by the Department of Curriculum and Instruction and the department of Information Services which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- 1) Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- 2) Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- 3) Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- 4) Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- 5) Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

Permission Form

Please review the attached Forest Hills Local School District Acceptable Use Policy. Sign and return this permission form to the school of attendance.

School Name: _____

Name of Student: _____

Grade: _____

Student

I agree to follow the Forest Hills Local School District AUP on the use of the Network or Internet. I will use these tools in a responsible way and will obey all the rules explained to me by the school.

Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Forest Hills Local School District AUP and grant permission for my son or daughter or the child in my care to access the Network and Internet. I understand that Network and Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the District to provide for online safety, but the District cannot be held responsible if students access unsuitable Web sites.

Signature: _____ Date: _____