

COMPUTER NETWORK STUDENT USER GUIDELINES & PROCEDURES

In accordance with Board Policy, the following guidelines and procedures are expected to be utilized by students who are authorized to use the District's computers or on-line services.

Computers and use of the District network or on-line services support learning and enhance instruction. Computer networks allow students to interact with many computers; the Internet allows students to interact with hundreds of thousands of networks. All computers are to be used by students in a responsible, efficient, ethical, and legal manner.

Parent(s)/Guardian(s) shall assume full responsibility for setting and conveying appropriate standards as indicated in these Guidelines and Procedures established for their child(ren) to follow when accessing information. A student who violates rules and regulations could be subjected to disciplinary action which could result in either a suspension or expulsion from school; and any student whose conduct, while using the District's computer network, is ultimately deemed to be criminal in nature and in violation of either State or Federal Statutes will not be protected or defended from prosecution by the West Geauga Local Board of Education.

The following guidelines and procedures are expected to be utilized by students who are authorized to use the District's computers or on-line services.

- A. Use appropriate language. Do not use profanity, obscenity, or other language which may be offensive to other users. Users are expected to keep messages brief.
- B. Do not reveal your personal home address and/or phone number and/or your computer log-on identification number, or those of other students.
- C. All information contained in files, servers, or in electronic mail is public record, unless a specific statutory exception applies, and must be available for inspection to the general public upon request.
- D. If, in the course of operating the system, a student accesses messages relating to or in support of illegal activities, the student shall report such messages to his/her teacher, the principal or immediate supervisor.
- E. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- F. The network should not be used in such a way that it disrupts the use of the network by others.
- G. All communications and information accessible via the network should be assumed to be private property.
- H. Rules and regulations of on-line etiquette are subject to change by the school district.
- I. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use this system only under their own account numbers.
- J. The system shall be used only for purposes related to education. Commercial, political, and/or personal use of the system is strictly prohibited. The school district reserves the right to monitor any computer activity and on-line communications for improper use.
- K. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- L. Users shall not transmit material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, or political beliefs.
- M. Copyrighted material may not be placed on the system, nor may it be copied for personal use without the author's permission.
- N. Vandalism and theft will result in the cancelation of user privileges and/or other disciplinary actions. Vandalism includes, but is not limited to, uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user. Theft includes the unauthorized possession of any Board of Education computer-related equipment and/or material.
- O. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users' mail. E-mail is to be deleted by the user in a timely fashion to avoid excess use of the server disk space.
- P. Users shall report any security problem or misuse of the network to the teacher, principal or immediate supervisor.
- Q. Use of the computer and/or network services is for accessing appropriate information related only to academic assignments.