

Loudonville-Perrysville EVSD Computer Network, Internet Use, Internet Safety,  
And District-Owned Device Policy for Staff Members and Substitutes

This document constitutes the School District's policies for the following: 1) Computer Network; 2) Internet Use; 3) Internet Safety; and 4) School owned and/or issued electronic devices. The regulations contained herein apply to all persons who use or otherwise access the Network and/or Internet - whether on-site or by wireless – or who use district owned and/or issued electronic devices in any capacity.

In order for the Loudonville-Perrysville School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that any misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

These policies are in addition to the Student Code of Conduct. Upon reviewing, signing, and returning this Policy as the users have been directed, each user will be given access to the district network and Internet access and is agreeing to follow the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Loudonville-Perrysville School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. Users will be asked to sign a new Policy each year during which they are students in or employed by the Loudonville-Perrysville School District before they are given an account.

Listed below are the provisions of your agreement regarding computer network, Internet use, and use of district owned and/or issued electronic devices. If you have any questions about these provisions, you should contact the Technology Department (419) 994-9014. If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

1. Purpose and Use: The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the Technology Department to be informed whether or not a use is appropriate.
2. Users Bound by Policy in Accepting Access: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.
3. Personal Responsibility: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.

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2016-2017 L-P EVSD STAFF AND SUBSTITUTE COMPUTER USER AGREEMENT

4. Reporting Misuse of the Network: Users must report any misuse of the Network to the Technology Department. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property.
5. Violating Policy with Personal Equipment: The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.
6. Discipline for Violation of Policy: Violations of each of the provisions of this Policy are considered violations of the contract of employment, and each violation is a separate infraction. Violations may result in disciplinary action up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
7. Waiver of Privacy: By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
8. Confidentiality and Student Information: Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.
9. District-Owned Equipment: Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the building principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.
10. Access to Inappropriate Material: To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to administrative approval, technology protection measures may be disabled for adults or, in the case of minors, minimized for bona fide research or other lawful purposes.
11. Unacceptable Uses of the Network: All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. To the extent

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practical, steps shall be taken to promote the safety and security of users of the Loudonville-Perrysville computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As required by the Children's Internet Protection Act, inappropriate network usages include, but are not limited to, the following:

- OFFENSIVE OR HARRASSING ACTS including, but not limited to: Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials; Using language inappropriate to the school environment - including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening; Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics; Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities

12. VIOLATIONS OF PRIVACY: Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

- CREATING TECHNICAL PROBLEMS: Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- USE OF OUTSIDE SERVICES: Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.
- VIOLATING LAW: Actions that violate state or federal law or encourage others to do so including but not limited to: Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy; Seeking information for the purpose of creating an explosive device or biohazard; Communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- VIOLATING COPYRIGHT: Including but not limited to: Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright; Users should assume that materials are protected under copyright unless there is explicit permission for use.
- PERSONAL USE: Including but not limited to: Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity; Interacting with personal web sites or other social networking sites or tools that are not part of an educational or work project; Receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project; Participating in any type of gaming activity; Engaging in social or hobby activities; General recreational web browsing if such browsing occurs during instructional time or designated work time

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- **POLITICAL USE:** Including but not limited to: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue; Soliciting political contributions through the Network or conducting any type of official campaign business
- **GENERAL MISCONDUCT:** Including but not limited to: Using the Network in a manner inconsistent with the expectations of the Loudonville-Perrysville Schools for the conduct of students and employees in the school environment; Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation; Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups; Using another's password or some other user identifier

13. **Education, Supervision and Monitoring:** It shall be the responsibility of all members of the Loudonville-Perrysville staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise monitoring any technology protection measures shall be the responsibility of the Technology Department. The District will provide annual, age-appropriate training for students who use the District's Internet. The training provided will be designed to promote the District's commitment to:

- The standards and acceptable use of Internet service as set forth in the District's Computer Network, Internet Use, Internet Safety, And District-Owned Device Policy
- Student Safety with regard to:
  - Safety on the Internet
  - Appropriate behavior while online, on social networking websites, and in chat rooms;
  - Cyberbullying awareness and response
  - Compliance with E-rate requirements of the Children's Internet Protection Act

14. **Specific Limits on Communication Over the District Network:**

- *Expressing Opinion:* The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- *Large Group Mailings:* The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator.

Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

- *Personal E-mail:* Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into

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disrepute. Violations will be determined in the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough to impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

- *Electronic Signatures:* Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the Technology Department.

15. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality. Likewise, in the interest of causing undue risk of compromise from the standpoint of security or functionality, The District reserves the right to block any and all personal devices from the system.

16. No Warranties Created: By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. Updates to Account Information: You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Technology Department or other person designated by the School District to receive this information.

18. Records Retention and Production: Users must comply with all District directions regarding the retention and management of e-mail or documents. Instant messaging or text messaging for District business is prohibited. The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.

19. Websites: Websites created through the Network and/or linked with the School District's official website must relate specifically to District-sanctioned activities, programs or events. Websites created using the Network or the School District's equipment, or websites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s).

The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of Superintendent. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.

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**AGREEMENT**

I have read the Computer Network, Internet Use, Internet Safety, And District-Owned Device Policy relating to staff use of the computers, computer networks, Internet, and electronic messaging systems of the TCCSA/District;

I would like to be given access to the TCCSA/District's computer network and any electronic messaging system; and

I agree to comply with the Computer Network, Internet Use, Internet Safety, and District-Owned Device Policy and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

**Enhanced Internet Browsing- By checking this box, I understand that my enhanced browsing abilities may lead to content that is unsuitable for my students.** I will not allow any student/user to use my login under any circumstances. This enhanced ability will be revoked and other penalties may be placed upon me if I violate this agreement. I understand that I am in a school/work environment and my browsing will reflect such.

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Staff Member Name (Printed)

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Staff Member OR Substitute Signature <i>Loudonville-Perrysville Exempted Village School District School District/Agency</i>	Date
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School Email Address (Printed)  
**OR Personal Email if you have not been assigned a school Email address**

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Phone Number

**IMPORTANT! On the line below, list the capacity in which you will be involved with the L-P School District.**

*Examples: Certified teacher or other regular employee; Substitute teacher, short term; Substitute teacher, long term and for whom; Tutor and grade/subject; Non-certified substitute and area such as cook, bus driver, custodian; Coach and sport/level; etc.*

