

**Loudonville-Perrysville Exempted Village School District**  
**Computer Network, Internet Use, Internet Safety, and District-Owned Device Policy**

The entire agreement may be viewed at  
<http://www.lpschools.k12.oh.us/district/content-page/forms-information>  
It is also part of each building's Student Handbook.

**This user agreement is valid for the 2016-2017 school year.**

This document constitutes the School District's policy 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 and Internet use. 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.
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

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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 Student Code of Conduct and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or 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. The following steps have been adopted as a guideline for administration:

Discipline Steps for Students (Steps may be eliminated at the discretion of administration)

First Offense- Written warning- Account disabled for 1 week and one day ISS.

Second Offense- Written warning- Account disabled for 6 weeks.

Third Offense- Written warning- Account disabled for Full Semester.

Fourth Offense- Written warning- Account disabled for remainder of school year.

If a student is at discipline offense 2 or 3 while enrolled in a class that requires computer access, the student will be enabled during the course time only. If a student's discipline carries over into the next semester and the student is enrolled in a class requiring computer access, the student will be required to drop the course and register for one that does not require computer access.

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. 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.
9. 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.
10. 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 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,

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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

11. VIOLATIONS OF PRIVACY including, but not limited to: 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 including, but not limited to: 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 including, but not limited to: 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 including but not limited to: Actions that violate state or federal law or encourage others to do so; 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, or 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
  - 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
12. 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

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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.

13. The District will provide annual, age-appropriate training for students in first, third, fifth, seventh grades as well as during high school computer courses.

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 Policies
- Student Safety with regard to:
  - Safety on the Internet
  - Appropriate behavior while online, on social networking websites, and in chat rooms; and
  - Cyberbullying awareness and response
- Compliance with the E-rate requirements of the Children's Internet Protection Act.

14. 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.

15. 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.

16. 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.

17. 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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**Every user, regardless of age, must read and sign below:**

I have read, understand and agree to abide by the terms of the foregoing Computer Network, Internet Use, Internet Safety, and District-Owned Device Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet or misuse any school-owned and/or issued electronic device, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

_____		_____		_____	
User's Name (Print Clearly)	Grade	Student ID (Jr/Sr High only)	Phone		
_____		_____			
User Signature	Date				

Address \_\_\_\_\_

User (place an "X" in the correct blank):    \_\_\_\_\_ I am under 18            \_\_\_\_\_ I am 18 or older

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

**PARENT'S OR GUARDIAN'S AGREEMENT**

Student's Name \_\_\_\_\_

**To be read and signed by parents or guardians of students who are under 18:**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Computer Network, Internet Use, Internet Safety, and District-Owned Device Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

_____		_____	
Parent or Guardian name(s) (Print Clearly)	Home phone		
_____		_____	
Parent or Guardian Signature(s)	Date		
_____			
Address			

**Please complete the 2016-2017 Publication Release Form on the other side of this sheet**

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### Release for Publication

The Loudonville-Perrysville EVSD believes it is important to publicize the activities and works of our staff and students. Our efforts to inform parents and community of our achievements include newspaper and newsletter articles, educational publications, and our district website. Student names in photo captions will be as follows:

- **First and last name - Loudonville Times, Ashland Times-Gazette, Wooster Daily Record and LP Schools newsletters**
- **First name only - District website**

I understand that the school may wish to publish examples of student projects, photographs of students, and other accomplishments. I fully understand that these may be used for a variety of publications, such as in community newspapers, school slide/picture presentations, brochures, Internet publications or other similar publications.

**Please complete ONE section ONLY below.**

**I GIVE** my permission for my student's picture and/or student work to be displayed or published by the school.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Grade \_\_\_\_\_

**I DO NOT GIVE** my permission for my student's picture and/or student work to be displayed or published by the school.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Grade \_\_\_\_\_

**COMPLETE THIS BOX OR THIS BOX**

**Please complete the 2016-2017 Computer User Agreement on the other side of this sheet.**