



LAKEWOOD CITY SCHOOL DISTRICT
TECHNOLOGY RESOURCES
ACCEPTABLE USE POLICY
Students

Lakewood City School District Technology Resources include, but are not limited to, computers, file servers, laptops, software, e-mail, video equipment, AV equipment, public address systems, presentation equipment, telephones, voice mail systems, digital cameras, scanners, the local area network, the wide area network, and all equipment related thereto (collectively, "Technology Resources" or individually, "Technology Resource"). These resources are school property purchased with public funds or grant monies and are intended solely for use in furtherance of the mission of the District, to enhance the delivery of education, and to conduct necessary school business. Technology Resources may only be used for appropriate curricular and co-curricular purposes.

This policy sets forth the proper and acceptable uses of Technology Resources, electronic mail and communications and the Internet for students. The use of any Technology Resource shall constitute acknowledgment and acceptance by the user of this policy and all other applicable Lakewood Board of Education policies and regulations.

Technology Resources and assigned network access, Internet access and e-mail access passwords are tools provided to students to enhance their education and should be treated accordingly. Any student who violates this policy, or allows others to do so, may have his/her user access privileges revoked and shall be subject to disciplinary action, up to and including expulsion. Each student must sign a form to acknowledge he/she has read, understands and will comply with this Technology Resources Acceptable Use Policy. Parents of students under the age of 18 must also acknowledge their understanding of the risks associated with Internet use and authorize the District to allow Internet access for their child (ren). These forms will be kept on file by the District as binding legal documents.

The Lakewood Board of Education reserves the right to modify this policy at any time. The Lakewood Board of Education may pursue criminal prosecution or civil action for any unauthorized use of Technology Resources or any violation of this policy when appropriate.

Technology Resources and Acceptable Use Policy Outline

- A. General Standards of Conduct for Use of Technology Resources**
- B. General Standards of Conduct for Electronic Mail and Communications**
- C. General Standards of Conduct for Internet Use**
- D. District Web Sites**
- E. Disclaimers**

Form: Student/Parent Receipt, Acknowledgment and Authorization

A. General Standards of Conduct for Use of Technology Resources:

1. Only software licensed to the Lakewood Board of Education and/or authorized in writing by the Coordinator of Information and Technology, or his or her designee, shall be installed on Technology Resources. Installation of such software shall be performed only by authorized personnel to ensure that the software is (a) compatible with existing computer systems; (b) properly installed, maintained, used and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other software, including but not limited to, shareware, freeware, public domain or demonstration copies of software, is prohibited. Unscheduled audits of Technology Resources will be periodically performed and any unlicensed or unapproved software will be removed without notice.
2. Only hardware licensed to the Lakewood Board of Education and/or authorized in writing by the Coordinator of Information and Technology, or his or her designee, shall be installed on Technology Resources. Installation of such hardware shall be performed only by authorized personnel to ensure that the hardware is (a) compatible with existing computer systems; (b) properly installed, maintained, used and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other hardware, including but not limited to, CPUs, motherboards, hard-drives, zip drives, video cards, memory, CD-ROMs, DVD-ROMs, SCSI cards, modems/routers, is prohibited. Memory based recording devices/media used for the transportation of information or enhancement devices (e.g., speakers, cameras) are permitted. The Board reserves the right to inspect or restrict such use should these devices/media contain material that could damage Technology Resources (e.g., viruses, malware, spam ware, spyware). Unscheduled audits of Technology Resources will be periodically performed and any unlicensed or unapproved hardware will be removed without notice.
3. Students shall not delete any software on the District's computers, copy any software owned by the District, or remove any hardware from the District's property without prior written permission from the Coordinator of Information and Technology.
4. Students may not deploy or install wireless access points without prior written permission from the Coordinator of Information and Technology.
5. Network and system passwords ensure the security of critical and sensitive electronic data and are the first defense against unauthorized access. Only passwords issued by the Coordinator of Information and Technology, or his or her designee, shall be used. Students are prohibited from divulging their passwords to other individuals. Habitual

loss or unauthorized disclosure of any password shall be subject to disciplinary action.

6. Disruption of electronic services and interference with Technology Resources or electronic information (including but not limited to, uploading or downloading damaging data or illegal software; tampering with hardware or software; vandalizing or destroying data; introducing or using computer viruses, worms or Trojan horses; or attempting to gain access to restricted information or networks) are prohibited.
7. Students are prohibited from allowing any unauthorized person to use or operate any Technology Resource. Students must shut down and secure in an appropriate fashion Technology Resources which are not in use.
8. Any use of Technology Resources to facilitate illegal activity is prohibited. Technology Resources shall not be used to encourage or promote any activity prohibited by law or Lakewood Board of Education policy, rules, procedures or regulations. Any misconduct or criminal activity discovered will be referred to appropriate authorities.
9. Use of the District's Technology Resources to access or transmit obscene, pornographic or violent materials or to transmit materials likely to be threatening, offensive or objectionable is prohibited. Such prohibited materials include, but are not limited to, "hacking" materials; racist material or hate literature; terrorism instructions/directions or other dangerous information; profane or vulgar materials; threatening or inflammatory language; false or defamatory materials; disparagement of others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation; and any materials that advocate violating other's rights. In the context of educational purposes, the District may allow research or investigation of some objectionable materials to allow students to be better prepared to recognize social harms and improve their ability to deal effectively therewith.
10. Use of Technology Resources for political, commercial or for-profit purposes, including fund-raising unless specifically authorized by the District administration, is prohibited.
11. Unauthorized access, use, modification, alteration, vandalism or destruction of Technology Resources or electronic information is prohibited. Any inappropriate use of Technology Resources that may hinder future use is prohibited. Students are expected to respect the District's property and to follow any instructions from the Coordinator of Information and Technology, or his or her designee, regarding maintenance and care of equipment. Students must promptly notify the Coordinator of Information and Technology of any need for service to Technology Resources.
12. Technology Resources may not be used in violation of Copyright laws. Any copyrighted material placed on any system connected to the District network without the author's permission will be removed.
13. Technology Resources may not be used in violation of privacy laws. Students are required to protect themselves and others by not issuing or releasing any personal or confidential information via Technology Resources.

14. The Coordinator of Information and Technology may establish and enforce quotas for usage of available space on the District network. Students are expected to remain within allocated disk space and delete e-mail or other materials which take up excessive storage space.
15. Students must immediately notify the Coordinator of Information and Technology if they identify any security problem.
16. The District administration reserves the right to limit the times of access and to establish priorities among competing acceptable uses of Technology Resources.
17. All remote access and use of Technology Resources shall also be subject to all applicable requirements of this policy.

B. General Standards of Conduct for Electronic Mail and Communications:

The use of direct electronic communications (i.e., e-mail, chat room, bulletin board, Instant Messaging and other forms) by students is available only with the prior written consent of the Coordinator of Information and Technology and under the guidance of a teacher.

C. General Standards of Conduct for Internet Use:

1. The General Standards of Conduct for Use of Technology Resources set forth above shall be equally applicable to all Internet use.
2. Internet access over the District network may be provided only to school employees, students, individuals enrolled in Adult Education classes, and volunteers, aides or other persons in the school for a specific school purpose when authorized by the Coordinator of Information and Technology, or his or her designee. Student Internet access may be limited to specified times, as provided by the instructors and the District administration.
3. Internet access over the District network is available only to support learning, to enhance instruction and to assist in the administration of the District. Internet access is to be used in a responsible, ethical and legal manner. All students are responsible for their actions and communications on the Internet.
4. The District has implemented technology protection measures to block or filter materials which are obscene or harmful to minors. The District will restrict, to the extent practicable and technically possible, access to offensive information and materials. Because Internet access provides connections to computer systems located all over the world, the District cannot, however, control the content of all information and materials available on the District network.
5. The District administration will determine whether any use of the network is inappropriate or unauthorized, or whether any Internet information and materials are objectionable.

6. Instructional Staff should preview recommended sites and materials selected for inclusion in coursework. Sites should be appropriate in light of the age of the students and relevant to course objectives. Student Internet use must be carefully monitored by District staff or authorized individuals. District staff and authorized individuals are expected to enforce all rules pertaining to student computer and Internet use and, if any instructional staff member becomes aware of student violations, he/she is expected to stop the activity and inform appropriate District administrators.
7. All students must promptly report to a teacher any inappropriate information or material they encounter when using the Internet or which they believe may be available based on Internet usage by other individuals.
8. Files downloaded from the Internet must be scanned with virus detection software before being viewed or opened. Students are prohibited from accessing or retrieving any relay chat or other real-time or “live” communications unless there has been prior clearance by the Superintendent/designee.
9. Internet peer-to-peer file sharing and torrent use are prohibited unless there has been prior clearance by the Superintendent/designee.
10. The downloading and installation of programs from the Internet is prohibited without the prior written approval of the Coordinator of Information and Technology or designee. Unauthorized programs will be removed without notice.
11. Information obtained via the Internet is not always reliable and should be verified for accuracy, quality, and completeness.

D. District Web Sites

The District has established a Web site, www.lakewoodcityschools.org, and will develop Web pages that present information about the District. The Superintendent, or designee, is responsible for maintaining the District Web site and may establish Web Site Publishing Guidelines to manage the posting of information to the District Web site, the posting of any school, class or student Web pages, and the creation of links to or from outside sources. All Web sites and pages (including links) hosted on the District network must reflect the professional image of the District and be consistent with the mission of the District. Unauthorized Web sites or pages may **not** be placed on the District network.

E. Disclaimers

The District does not guarantee the privacy of any information, including but not limited to e-mail messages or electronic communications or files sent or received via Technology Resources. Any student utilizing any Technology Resource understands and agrees that he/she is specifically waiving any expectations of privacy in communications, data and other information stored, displayed, accessed, communicated or transmitted thereon. The District reserves and will exercise the right to access, monitor, review, audit, log and intercept computer activity, Internet use, e-mail, electronic communications and other Technology Resource use by students, at all times and without notice. The District may edit or remove any materials from Technology Resources which are determined to be

objectionable. If any misconduct or criminal activity is discovered, the information or communications may be used to document such conduct and may be referred to the District administration and appropriate authorities. The use of a District provided password or code does not restrict the District's right to access, monitor, review, audit, log, and intercept electronic information or communications.

The District denies any responsibility for the accuracy, quality or completeness of any information available over the Internet. Furthermore, the District assumes no responsibility for any costs, liabilities or damages incurred through use of Technology Resources.

Students are responsible for archiving and backing-up all electronic information and communications which need to be retained. The District makes no guarantee that the functions or services provided by or through the District network will be error free or without defect. The District is not responsible for any damages incurred due to loss of data or delays in or interruption of services.

The Coordinator of Information and Technology may investigate any unusual activity involving Technology Resources and may periodically report to the Superintendent or designee on the manner in which Technology Resources are being used.



MEDIA AUTHORIZATION CONSENT

I hereby authorize the Lakewood City School District (the "District") to publish and use, and to license others to publish and use, in original or edited form, in connection with school programs and activities my child's photograph, name, likeness, and voice and all work created or produced by my child in newspapers (e.g., The Plain Dealer, Sun Post, The Lakewood Observer, The Lakewood Times), **magazines** (e.g., *School Arts Magazine, Cleveland Magazine*), the District's **video media** (e.g., programming on COX Channel 74, Lakewood driven podcasts and video streams) and on the **District's Web page** (including all associated staff/department based Web pages) .

I understand that the copyright of work created or produced by my child, such as written work, art, photography, video, or sound recording, will remain my child's property. I further understand that any publication of my child's work will include credit to my child for creating or producing the work.

I acknowledge and agree that my child will not be compensated for any publication or use of my child's photograph, name, likeness, voice or work by the District as described in this Form. For privacy reasons, the District may choose to use my child's initials rather than my child's name to identify my child in connection with any such publication or use.

Should I choose to modify or revoke this authorization, I will contact my child's building Principal in writing.

Public performances (sporting events, theatrical performances, music/orchestra/choir performances, award events, etc.) are "public" in nature and therefore participants should have NO EXPECTATION OF PRIVACY.



INTERNET TOOLS CONSENT

In adherence to the Ohio Department of Education's Academic Technology Standards, Lakewood students will be using Internet/Web based tools to develop their technology, research, and writing skills. In the process of doing so, students may be using these Web tools to post their writings to the Internet.

Examples of these tools include, but are not limited to:

Moodle: a systems or portal that allows the teacher to place in a secure "online" web presence student assignments, guided discussions, etc. and allows students to send assignments to the teacher

E-mail is a system for sending messages from one computer to another.

A Weblog, or blog as they are commonly called, is a special type of Web page that can be created and easily updated using a Web browser. Each new entry has its own date stamp.

A Wiki is a collaborative Web space where anyone can add content and anyone can edit content that has already been published.

Social Bookmarking: Bookmarking sites allow users to save the Web addresses of interesting content. They also allow readers to save and archive entire pages, thus producing a form of searchable, "personal Internet." In addition, social bookmarking sites like Furl.net and del.icio.us allow teachers and students to build subject specific resource lists that they can easily share when using Really Simple Syndication (RSS), which is an electronic subscription service. This in turn creates a community of information gatherers who extend the reach of any one person.

Online Photo Galleries: Publishing digital photos to the Web allows students to become a part of a community of photographers sharing ideas and experiences. And, it means adding another dimension to what students and teachers can do with digital images in the classroom.

Podcasting: Podcasting is a way to produce, edit and distribute audio and video programming over the Web that differs from earlier online audio and video publishing because the material is downloaded to the user's computer and can be consumed at any time, usually on an iPod or another kind of portable MP3 player.

We/I understand the uses of the Internet/Web based learning tools described above, and agree to comply with the terms and conditions set forth on the reverse side of this Form. As parent/guardian, I hereby consent to my child's use of these tools. Should I choose to modify or revoke this consent, I will contact my child's building Principal in writing.

Students using these online tools will be taught to act safely and are expected to use those skills to protect both their own privacy and the ownership of their materials. Students are expected not to post or give out family name, password, username, email address, home address, social security number, credit card number, or other information that could help compromise their identity or that of their family or any other individual.

ALL Internet/Web based tools will be monitored at all times by a certified classroom teacher. Failure to abide by the conditions for use as directed by that teacher or violation of the Lakewood City School District's Technology Resources Acceptable Use Policy may lead to removal from access to the tool(s), removal or disabling of the posted materials, and/or disciplinary action.

Examples:

1. Students using any online tools agree not to share their username or password with anyone besides their teachers and parents. Students will never log in as another student, either at school or at home or any "out of school" location.
2. Students using online tools like blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for a blog or email.
3. Student online tools are to be a forum for student expression. However, they are first and foremost a tool for learning, and as such will sometimes be constrained by various requirements and rules of the classroom teacher.
4. Students' emails and blogs are to be a vehicle for sharing student writing and other educational information with real audiences. Any student who receives a comment that makes him/her feel uncomfortable or that is not respectful must tell his/her teacher immediately. (Do not respond to the comment.)
5. Students using online tools are not allowed to download or install any software without prior permission, including clicking on ads, competitions, surveys, upgrades or other links that request an installation of materials.
6. Students who do not abide by these terms and conditions will lose their opportunity to take part in this project.



**Parent/ Student Agreement for the Use of Technology
Lakewood City Schools**

I, _____ (student name here) _____, have read Lakewood Board of Education policy 7540.03, the Lakewood Media Release Consent and the Internet Tools Consent documents attached to this agreement statement. I agree to abide by the policies of the Lakewood Board of Education and the standards for acceptable use stated therein. I understand that the District reserves the right to access, review, monitor, audit, log and intercept computer/technology use at all times and without notice. I understand that the use of technology in Lakewood Schools is a privilege that can be revoked at the discretion of the District.

Student Signature: _____

I am under 18 _____

I am over 18 _____

For Parents or Legal Guardians of students under 18 only

As the parent or Legal guardian of _____, I have read the Lakewood Board of Education policy 7540.03 and agree to the terms of use for my student.

_____ (initial here)

As the parent or legal Guardian of _____, I have read the terms of the Lakewood Media Release Consent and give my permission for the use of my student's information as designated in this document.

_____ (initial here)

As the Parent or Legal Guardian of _____, I have read the terms of the Lakewood Internet Tools Consent and give my permission for my student to engage in the use of these tools as part of the educational process.

_____ (initial here)

I have read and give my consent to those items initialed above.

Parent / Guardian signature _____

Date _____

AUTHORIZATION FOR PARENT-TEACHER E-MAIL COMMUNICATION (OPTIONAL)

Dear Parent(s):

The School District provides its teachers with access to electronic mail (e.g. firstname.lastname@lakewood.k12.oh.us) for educational purposes and District-related business. The District believes that access to e-mail and other technological resources provides the ability to gather and disseminate information, as well as to enhance home/school communication.

While e-mail may be an efficient way of communicating, it should not be assumed that e-mail correspondence is entirely private and confidential. The District undertakes a number of measures to ensure the security and integrity of its technological resources. When e-mail travels over the Internet, unauthorized individuals may be able to access an e-mail exchange between a parent and a teacher. Additionally, an e-mail message may be forwarded to the wrong person or e-mail address. Therefore, it may still be best for parents to utilize another method of communication, such as face-to-face meetings or telephone calls, when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

To protect the privacy of students, the District requires all teachers to abide by an *Acceptable Use* policy that governs use of the District's technological resources, including e-mail correspondence. Therefore, any parent who wishes to communicate with their child's teacher via e-mail must authorize such communication by providing an e-mail address to be used by the teacher and agreeing to the terms below.

Subject to these understandings, I wish to communicate with my child's teacher via e-mail. The following e-mail address is the address that I wish any e-mail correspondence relating to my child(ren), to be sent to:

E-mail Address: _____
(PRINT CLEARLY)

I understand that the teacher may not respond to inquiries I make from any other e-mail address. I agree that if the e-mail address I have provided changes for any reason, I will notify the teacher immediately and complete another Authorization for Parent-Teacher E-Mail Communication.

The parent, guardian or student 18 years of age or older executing this Agreement, acknowledges that the District is not responsible if third parties access electronic communications after any such information has been sent by the District using the e-mail address stated herein. The parent, guardian or student 18 years of age or older agrees to indemnify, defend and hold harmless from and against any claims, actions, demands and judgments against the District resulting from communicating through e-mail involving the children listed below and as authorized herein.

Name of Parent, Guardian or Student (18 years of age or older): _____

Signature: _____

Name of Child(ren): _____

Building: _____