COVENTRY LOCAL SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY

NOTE: This document is a summary of Board policies and procedures. For a full version, go to https://go.boarddocs.com/oh/coventrylocal/Board.nsf/Public?open&id=policies# and select section E>EDE

Coventry Local Schools and the Board of Education support instruction using educational and administrative

computers, school-licensed software and other media, as well as networks and servers. Coventry Local Schools are pleased to offer students and staff access to a computer network for electronic mail and the Internet. To gain access to our district network and the Internet, all students must obtain parental permission as verified by the signatures on the form attached to this document. Should a parent prefer that a student not have district network access and Internet access, use of computers is ***not*** possible for more traditional purposes such as word processing.

Access to our district network and the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. Although the District has implemented technology-blocking measures to prevent students from accessing inappropriate material on school computers, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. In addition to the filtering system, a monitoring device is in place which maintains a running log of Internet activity. While the sole purpose of the school is to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

Students are responsible for appropriate behavior when using school technology just as they are in a classroom or on a school playground. The District has established rules for behavior and communication that apply to the use of technology. It is expected that users will comply with District standards and the specific rules and consequences set forth below in the District's Acceptable Use Policy. The use of computers, networks and the Internet is a privilege, not a right, and may be revoked if abused. The following behaviors are considered unacceptable and may result in the termination of Internet access, the general use of technology and/or other subsequent consequences.

Scope of Coverage: Policies, guidelines and rules described in this guide refer to all computing devices (including but not limited to computers, handhelds or PDA's, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), technology infrastructure, associated peripheral devices and/or software:

- Owned by, leased by and/or on loan to The Coventry Local School District as well as personal devices when used in an approved supervised educational activity.
- Owned by, leased by and/or on loan to NEOnet, the Information Technology Center (ITC), which provides Coventry Local Schools with Internet connectivity and software services.
- Owned by, leased by and/or on loan to any third party engaged in providing services for Coventry Local Schools.
- Any computing or telecommunication devices owned by, in possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or type of connection including both hardware, fiber, infrared and/or wireless.

Due to the rapidly changing nature of technology, updates to this policy will be posted on the official site of the Coventry Local School District and *these updates will supersede or amend the rules as stated with any printed document.*

Explanation of Inappropriate and Unacceptable Actions

Online Etiquette:

1. Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
2. Cyber bullying activities such as harassing, attacking or insulting others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action to be determined by the administration and/or loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.
3. Any political, commercial, and /or personal purchasing over the Internet.
4. Unauthorized use or downloading of mailing lists, chat rooms, message boards, files and/or unauthorized email, games, music or videos.
5. Revealing personal information across the network and/or Internet unless approved by faculty and/or administration for educational purposes.
6. Participating in social networking activities unless approved by faculty and/or staff.
   Note: When using District provided email outside of school, the District's Acceptable Use Policy is still in effect.

Plagiarism/Copyright/Licensing:

7. Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will b e treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students must adhere to the copyright laws of the Unites States (P.L. 94---553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Illegal Activity:

8. Use of the network for any illegal activities is prohibited. Illegal activities include but are not limited to tampering with computer hardware or software, software piracy, unauthorized entry or trespassing into computers and files (hacking), knowledgeable vandalism or destruction of equipment, deletion of computer files belonging to someone other than oneself, uploading or creating of computer viruses, distribution of obscene or pornographic materials, and sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user student and student's parent or guardian.
9. Providing another with your username and/or password, allowing someone access to your account, user drive and/or folders, and unauthorized file sharing.
10. Using inappropriate names or passwords to gain access to the network.
11. Unauthorized or illegal installation, distribution, reproduction or use of copying software and/or data on school/technology equipment.
12. Accessing or researching any harmful/inappropriate materials unless approved by staff.
13. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.
14. Anything else deemed unacceptable by staff.

Online Safety and Behavior

Coventry Local Schools, in accordance with amendments to the Children's Internet Protection Act (CIPA) contained in the "Protecting Children in the 21st Century Act" (October 2008), will include in our technology education program for Minors at targeted grades levels in grades 3---5, grades 6---8, and grades 9---12 instruction concerning:
a) Appropriate online behavior.
b) Interacting with other individuals on social networking websites and chat rooms.
c) Cyberbullying awareness and response.

Consequences may include but are not limited to- one or more may apply:

- Student Conference
- Parent Contact
- Conference with Parent
- Removal of unauthorized files and folders
- Detention
- Suspension
- Restitution
- Community Service
- Revocation of Computer Access and Use
- Criminal charges, if the infraction is also a violation of Federal, State, or local law or ordinance, such as computer hacking or trespassing, cyber bullying, computer fraud

Warranties/Indemnification:

The Coventry Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this policy. The Coventry Local School District will not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Coventry Local School District, its employees, and the Northeast Ohio Network for Educational Technology (NEONET) harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of the user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or another computer outside the School District's network.

Coventry Local School District
Elementary School Technology Acceptable Use Agreement*

Please print student's first and last name: _____

School Building: **Coventry Elementary School**

Grade: (Circle One) K 1 2 3 4

Students

- I will follow all school rules while I am on the computer.
- I will not damage the computers.
- I will not change other people's work without their permission.
- I will only go on the Internet with my teacher's help.
- I will only visit sites that my teacher tells me are appropriate.
- I will not tell others my password.
- If I find something on the computer that makes me feel uncomfortable, I will tell my teacher right away.
- I will share the computers with my classmates.
- I will let my teacher know if someone is not following the computer rules.

Student's Signature: _____ Date: _____

Parents

☐ I have read the Coventry Local School District's Technology Acceptable Use Policy.

☐ I have explained to my child what is expected, and I give my permission to use the technology resources according to the regulations set forth in the policy.

Parent's Signature: _____ Date: _____

OR

Refusal of the Contract:

I, _____, the parent/guardian of the above, ***do not agree*** to accept the terms and conditions of the Coventry Local Schools Acceptable Use policy. In not agreeing to the terms and conditions above I realize that my son/daughter will not be given the right to use technological resources made available to him/her at the school.

Parent's Signature: _____ Date: _____

Coventry Local School District
Middle School & High School Technology Acceptable Use Agreement*

Please print student's first and last name: _____

School Building: **(Circle One) Coventry Middle School Coventry High School**

Grade: (Circle One) 5 6 7 8 9 10 11 12

Students

- I will use technology resources in a responsible, ethical, and legal manner. I will use technology resources only for school related purposes.
- I will not access, modify, steal or destroy other user's data or work. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.
- I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to school-related assignments. I will not use school technology resources to create, distribute, download or view obscene, illegal, or inappropriate content. I will not plagiarize from the Internet. I will distribute copyrighted material only if I have the owner's written permission. I will immediately inform a staff member if I encounter material that is obscene, illegal, or inappropriate.
- I understand that the district's Acceptable Use Policy is still in effect when using District provided email outside of school.
- I will not use technology resources to engage in any commercial activity including the purchase of goods and services. I will not give out personal information (full name, address, phone number).
- I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, use print excessively, or use an excessive amount of shared data storage space.
- I understand that the district is not responsible for lost or deleted data.
- I will immediately notify a staff member or administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.
- I can be held accountable for failure to log off my student workstation if an AUP violation occurs while I am still logged into my user drive.
- I have read, understand, and agree to abide by the Coventry Local Schools Acceptable Use Policy.

Student's Signature: _____ Date: _____
(If a student is under the age of 18, a parent or guardian must also read and sign this agreement.)

Parents

☐ I have read the Coventry Local School District's Technology Acceptable Use Policy.

☐ I have explained to my child what is expected, and I give my permission to use the technology resources according to the regulations set forth in the policy.

Parent's Signature: _____ Date: _____

OR

Refusal of the Contract:

I, _____, the parent/guardian of the above, ***do not agree*** to accept the terms and conditions of the Coventry Local Schools Acceptable Use policy. In not agreeing to the terms and conditions above I realize that my son/daughter will not be given the right to use technological resources made available to him/her at the school.

Parent's Signature: _____ Date: _____