

## ACCEPTABLE USE POLICY

Sheffield-Sheffield Lake City Schools (9/2014)

### A. Educational Purpose

1. The Sheffield - Sheffield Lake City School District Board of Education has established an Internet service for a limited educational purpose. The Internet service shall be known as the Sheffield-Sheffield Lake Technology Service. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Sheffield - Sheffield Lake Technology Service is not established as a public access service or a public forum. The Sheffield - Sheffield Lake Board of Education has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth by The Sheffield - Sheffield Lake Board of Education or its Administration and the law in your use of The Sheffield - Sheffield Lake Technology Service.
3. You may not use The Sheffield - Sheffield Lake Technology Service for commercial purposes. This means you may not offer, provide, or purchase products or services through The Sheffield - Sheffield Lake Technology Service.
4. You may not use The Sheffield - Sheffield Lake Technology Service for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues in accordance with this Policy.

### B. Student Internet Access

1. All students will have access to the Internet through their classroom, library, school computer labs, or mobile labs.
2. Elementary students will be permitted to have e-mail access only under their teacher's direct supervision
3. If available, students in grades 7 through 12 may obtain an individual Sheffield - Sheffield Lake Technology Service e-mail account.
4. You and your parent must sign an Account Agreement to be granted an individual e-mail account on the Sheffield - Sheffield Lake Technology Service. This Agreement must be renewed on an annual basis. Parental permission can be withdrawn at any time.

### C. Unacceptable Uses

1. *Personal Safety*
  - a. You will not post personal contact information about yourself and/or other people. Personal contact information includes your address, telephone, school address, work address, etc.
  - b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
  - c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. *Prohibited Activities*
  - a. You will not attempt to gain unauthorized access to The Sheffield - Sheffield Lake Technology Service or any other computer system through The Sheffield - Sheffield Lake Technology Service or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are strictly prohibited and could be illegal, even if only for the purpose of "browsing."
  - b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are strictly prohibited and could be illegal.
  - c. You will not use The Sheffield - Sheffield Lake Technology Service or engage in any other prohibited or illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
  - d. You will not use the Sheffield-Sheffield Lake City Schools computer network for peer-to-peer networking services, internet relay chat ( IRC ) or any other software programs that circumvent or otherwise compromise the district firewall without the pre-approval of the District Technology Coordinator.
3. *System Security*
  - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
  - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
  - c. You will avoid the inadvertent spread of computer viruses by following the Sheffield-Sheffield Lake Technology Service virus protection procedures if you download software.
  - d. You are prohibited from using the Sheffield-Sheffield Lake Technology Service unless a permission form signed by your parent(s) is on file in the District.
4. *Inappropriate Language*
  - a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory or disrespectful language.
  - c. You will not post information that could cause damage or a danger of disruption.
  - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
  - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. *Respect for Privacy*
  - a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
  - b. You will not post private information about another person.
  - c. You will not record another person (audio or video) without his/her prior consent.
  - d. The Sheffield-Sheffield Lake City School District reserves the right to record any and all public performances, sporting events, etc.
6. *Respecting Resource Limits*
  - a. You will use the system only for educational and career development activities and limited, high quality, self-discovery activities. The limit on self-discovery activities shall be determined by appropriate school employees.
  - b. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

**7. Plagiarism and Copyright Infringement**

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as your own.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have any questions ask a teacher.

**8. Inappropriate Material**

- a. You will not use the Sheffield-Sheffield Lake Technology Service to access or send material that is profane, vulgar, obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (the literature), or would otherwise be prohibited by this Policy because it contains language which is prohibited by Section C. 4. A special exception **may** be made for certain material or literature prohibited by this rule if the purpose of your access is to conduct research and both your teacher and your parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee (or disclose this access in the manner specified by your school). This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this manner.

**D. Your Rights**

**1. Free Speech**

Your right to free speech, as set forth in the Sheffield-Sheffield Lake Board of Education disciplinary code, applies also to your communication on the Internet. The Sheffield-Sheffield Lake Technology Service is not a public forum. The Sheffield-Sheffield Lake Technology Service is a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons and legitimate pedagogical concerns.

**2. Search and Seizure**

- a. You should expect only limited privacy in the contents of your personal files, including e-mail, on the District's system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the Sheffield-Sheffield Lake Technology Service may lead to discovery that you have violated this policy, the Sheffield-Sheffield Lake Board of Education disciplinary code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Sheffield-Sheffield Lake Board of Education disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

**3. Due Process**

- a. The district will cooperate fully with local, state, or federal officials in any investigation relating to any illegal activities conducted through the Sheffield-Sheffield Lake Technology Service.
- b. Students who violate these rules, or who violate any other provisions of the disciplinary code or other Board of Education policies or rules in connection with the use of the Sheffield-Sheffield Lake Technology Service, are subject to disciplinary action including denial or restricted use of the Sheffield-Sheffield Lake Technology Service, and further discipline including suspension and/or expulsion from school.

**E. Limitation of Liability**

The Sheffield - Sheffield Lake Board of Education makes no guarantee that the functions or the services provided by or through the Sheffield - Sheffield Lake Technology Service system will be error-free or without defect. The Sheffield - Sheffield Lake Board of Education will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Sheffield - Sheffield Lake Board of Education is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Sheffield - Sheffield Lake Board of Education will not be responsible for financial obligations arising through unauthorized use of the system.

**F. Personal Responsibility**

When you are using the Sheffield-Sheffield Lake Technology Service, it may feel like you can more easily break a rule and not get caught. This is not true because whenever you do something on a network you leave "electronic footprints." Therefore, by reviewing the "electronic footprints" the person who broke the rule can and will be discovered.

Further, the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong - and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

**Student Section**

Student Name (Please Print)	Graduation Year	School
I understand and will follow the rules above. I understand my privilege to use the Sheffield-Sheffield Lake Technology Service will be ended, school disciplinary action taken, or legal action may be taken if I do not follow these rules.		
Student Signature	Date	

**Parent or Guardian Section**

I have read and discussed this agreement with my child and agree that he/she has my permission to use the Sheffield-Sheffield Lake Technology Service.		
Parent/Guardian Name (Please Print)	Phone	
Parent/Guardian Signature	Date	

