

COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

Statement of Purpose

The Milford Exempted Village School District Board of Education recognizes that an effective educational system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Milford Exempted Village School District will use technology resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real-life settings. The district's technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

Terms of Agreement

The district considers access to technology resources a privilege, not a right. Annually, anyone requesting access to the district's technology resources during the school year must read the Acceptable Use Policy and submit a properly signed agreement form. All school community members are expected to exercise appropriate personal responsibility in their use of these resources. If a user inadvertently accesses or is the recipient of unacceptable materials or an unacceptable Internet site, the user shall immediately report the incident to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated the policy. District policies are intended to promote the most effective, safe, productive, and instructionally sound use of technology resources.

Technology resources remain the property of the district and are governed by this policy, even when used off school grounds or outside of normal school hours. These resources include, but are not necessarily limited to:

1. desktop, laptop, servers and other electronic devices owned, leased, or sponsored by the district;
2. software and application services owned, leased, sponsored or otherwise acquired by the district;
3. data, computer networking, and other communication tools (wired and wireless) provided by the district or accessible from school grounds and

4. computer networks and other communication tools that enable remote user access to district resources outside of school hours or off school grounds.

It shall be the responsibility of all members of the Milford Exempted Village School District staff to follow all Board adopted regulations in the course of performing the duties for which they are employed and during the use of district owned technology resources.

It shall also be the responsibility of all staff members to instruct students in appropriate use of district technology resources; supervise and monitor proper usage of resources by students in their charge; document misuse for possible disciplinary measures and to assure their compliance with those same regulations and policies adopted by the Board and the Federal Children's Internet Protections Act.

It shall also be the responsibility of all staff members to protect their access to the network by securing their workstation(s) through appropriate logout procedures and to keep secure any and all passwords used to identify themselves to the network and software applications. Staff members will potentially be held responsible for any misuse that occurs under their network identity.

Acceptable Use

The district employs a number of strategies in order to maximize learning opportunities and reduce risks associated with utilizing technology resources. All staff has the responsibility to:

1. remain compliant with all applicable regional, State, and Federal laws, including copyright and software licensing agreements;
2. permit the use of technology resources by students in ways that are ethical, legal, respectful, academically honest, and consistent with the district's educational objectives, mission and curriculum;
3. educate students on digital citizenship including rights and responsibilities, online etiquette and the importance of establishing and maintaining a positive digital footprint;
4. use available technology measures and procedures that are reasonable and appropriate to protect the availability, integrity, and functionality of technical resources, including (but not limited to) active and passive monitoring of student behavior;
5. treat student infractions of the Acceptable Use Policy according to the school discipline policy and
6. provide alternate activities for students who do not have permission to use the Internet.

In order to enable and ensure the appropriate use of technology resources, the Milford Exempted Village School District:

1. forbids unauthorized online disclosure, use, or dissemination of personal identification information;
2. forbids the use of computing resources for commercial activities, product advertisement or religious or political lobbying;
3. forbids the use of profanity, obscenity or other language, which may be offensive to another user or intended to harass or bully other users or deemed harmful to minors;
4. forbids the use of technology resources to engage in any illegal act or violate any local, State or Federal law;
5. prohibits unauthorized access to technology resources, or attempting to gain such unauthorized access;
6. may hold users personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred, and any costs incurred to return such services to their normal state;
7. may not be held responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district equipment, or for delays or changes in or interruptions of service, miss delivered and/or undelivered information or materials, regardless of cause;
8. preserves ownership of technology resources, including, but not limited to, files stored on district managed networks. Files and network transmissions may be inspected at any time and are not considered private;
9. reserves the right to inspect files stored on any personally owned device that is permitted to directly connect to the district network. An individual designation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy and
10. requires that all materials published electronically using district resources must be for educational purposes. School administrators may monitor these materials to ensure compliance with district curriculum.

Failure to Follow Acceptable Use Policy

Violations of this policy, depending upon the nature of the violations, could lead to consequences under employment terms and conditions. Consequences may include suspension or cancellation of access privileges; payments for damages and repairs and/or discipline under appropriate school district policies including suspension, expulsion, exclusion or termination of employment.

By signing below employee signifies that they have read, understand and agree to abide by the regulations set forth in this document.

NAME: _____

PLEASE PRINT

PIN: _____

(For verification, last four digits of social security number)

Building: _____

Position: _____

Employee Signature: _____

Approval date: _____

AD Name: _____	_____
Email Name: _____	_____
User Notified: _____	_____
Date Complete: _____	_____

Approval Date: August 21, 2014
Revised: December 18, 2014