

**COMPUTER/ON-LINE SERVICES**  
**Acceptable Use Policy**  
**Student Regulations**

The following guidelines and procedures are to be followed by the students of Middletown City Schools who are authorized to use the District's computers, local area network or on-line services (electronic mail, Internet, commercial services). These guidelines and procedures will be reviewed periodically and are subject to revision as needed.

Violations of any of the following guidelines or procedures may result in any or all of the following sanctions:

1. Loss of user privileges;
2. The district may seek reimbursement for repair, replacement, or any cost incurred by the district due to vandalism;
3. Additional disciplinary action may be determined in line with the Student Code of Conduct;
4. When applicable, law enforcement agencies will be involved.

**General Usage**

1. Illegal activities are strictly prohibited.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices of any activity prohibited by law or Board policy.
3. Users shall not transmit lewd, vulgar, indecent or plainly offensive speech.
4. Users shall not transmit material that is threatening or harassing and that is based on race, color, national origin, sex, disability or age that
  - (a) is so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities;
  - (b) is reasonably expected to create a substantial disruption or interference with the work of the District or the rights of other individuals.
5. Users shall not transmit material that is threatening or harassing and that is based on factors other than race, color, national origin, sex, disability or age that is reasonably expected to create a substantial disruption or interference with work of the District or the rights of other individuals.
6. Rules and regulations of network etiquette are subject to change by the administration.
7. Any form of vandalism is prohibited. Vandalism includes uploading / downloading any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials, or the data of another user.
8.
  - (a) A user shall report any security problem or misuse of the network or its computers to a teacher, principal, or immediate supervisor.
  - (b) Accidental site hit(s) will be documented by a staff member and copied and sent to the building tech leader(s), building principal(s) and the District technology office. (An accidental site hit occurs when a user unknowingly goes to a web site which would be considered inappropriate for viewing. The user should immediately notify a staff member.)

9. Users are not permitted to violate regulations prescribed by the District's on-line service provider. The District's online provider is the Southwestern Ohio Computer Association (SWOCA). The Acceptable Use Policy for SWOCA is linked to the district's web page.
10. The user in whose name the District's on-line service account is issued is responsible for its use at all times.
11. The computer and/or network are not to be used (accessed) for unauthorized financial gain or unauthorized commercial activity.
12. The network should not be used in such a way that it will disrupt the use of the network by others.

### **Privacy Issues**

13. Users shall have no expectations of privacy. All communications and information that is accessible through a District computer is property of the District. District personnel may view files, communications, and any other computer or network communication at any time for any reason.
14. Students must not reveal personal information or that of staff or fellow students.
15. Users must not read other users' mail or files without consent of the user; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
16. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password or account number to another user. Impersonation for any purpose is not permitted.

### **Communications**

#### **Electronic Mail - Email**

17. Email accounts for students and staff members are to be established using procedures outlined by the District office. A request must be completed by the staff member for an individual staff account. Staff members may request individual student accounts. **The official District sanctioned email account is the only one to be used on school computers by students and staff.** Email accounts through search engines, web sites, or other Internet programs, such as Yahoo and HotMail, are not permitted on school computers. School email accounts need to be monitored by user names, computer, date, and time in order to track proper email use.
18. The use of email accounts by students must be school-related or under teacher supervision.
19. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.
20. The use of a MCS D student email account on any computer other than a District computer is strictly prohibited unless authorized by appropriate school personnel.

#### **Instant (Real Time) Communications For Staff Use**

21. The use of real time communications program by students is strictly prohibited.

### **Chat Rooms**

22. The independent, unsupervised, unapproved use of chat rooms by students is strictly prohibited.
23. The use of a chat room for a teacher-controlled activity is only permitted with curriculum connection and an application pre-approved by the building principal twenty-four hours before the scheduled activity. Any inappropriate occurrence should be documented on the approval form and returned to the building principal.
24. For all chat room activities, a single computer will be used with one (1) student/teacher controlling input to the chat area for the entire class.

### **Web Exploration** **Student Web Use**

25. All student web activities will be limited to teacher-directed assignments or activities.
26. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

### **Web Page Development - (links)**

27. Posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school-related web pages and projects by students on sites other than the Middletown City School District web site is prohibited.

### **Downloading Programs and Information**

28. Installing or adding any programs, applications, files, updates, or plug-ins to a school computer is to be done only after permission is obtained from the staff member in charge of the computer.
29. The downloading of appropriate files for research and classroom use is permitted by teachers as long as they follow copyright laws and the District software policy.

### **Copyright**

30. Copyrighted materials may not be placed on the system without the author's permission and/or possession of legally purchased software or license covering its use.
32. Copyrighted materials taken off the system and/or locally owned software shall be subject to all copyright laws.

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