

# Toledo Public Schools

## ACCEPTABLE USE, EMAIL, & INTERNET SAFETY POLICY

Toledo Public Schools, hereafter referred to as TPS, is pleased to make available to students access to interconnected computer systems within the District and to the Internet. As the District continues its adoption of online learning, there are times in which your child may be required to access managed software programs for instructional purposes. This along with the required online State testing, will be exempt from the "opt out" choice of the Acceptable Use Policy. Toledo Public School students, Grades 8-12, will be assigned a student TPS account and password which will include a TPS student email. The student account, along with email, is meant to enhance student learning.

In order for TPS to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. While the District's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of TPS. Upon reviewing, signing, and returning the signature page, each student will be given the opportunity to enjoy Internet access at TPS subject to the conditions of the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy.

***If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action and/or legal action based on federal, state, and local law.***

### A) ACCEPTABLE USES

Educational Purposes Only. TPS is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the District such as your teacher or administrator to help you determine if the use is appropriate. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account issued by the District. Students should note that all electronic communications are not guaranteed to be private. TPS has the ability to view all electronic communications sent or received through the network. Messages relating to or in support of illegal activities will be reported to the authorities. Network and Internet access is provided as a tool for your education. TPS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

### B) UNACCEPTABLE USES

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Users are responsible for their behavior and communication on the Network. All use of the Network must be consistent with the educational mission and goals of the District.

2. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
3. Do not reveal anyone's personal home address or phone number.
4. Note that electronic mail (e-mail) is not private. Technology coordinators have access to all messages including those relating to or in support of illegal activities and such activities may be reported to the authorities.
5. Use of the Network is not for financial gain or for any commercial or illegal activity.
6. The Network should not be used in such a way that it disrupts the use of the Network by others.
7. All communications and information accessible, stored, transmitted or otherwise used on the Network should be assumed to be property of the District.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users must keep personal account numbers and passwords private. They shall use the Network only under the account numbers issued by the District and shall not allow others to log on the account specifically provided to the user.
9. The Network shall be used only for purposes related to education or administration of District business. Commercial, political and/or personal use of the Network is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the Network to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others, including based on their race, national origin, ancestry, citizenship status, sex, sexual orientation, gender identity, age, disability, religion, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's and the District's permission.
13. Users shall not use the Network to engage in slander or libel. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (American Heritage Dictionary of the English Language, Third Edition). Users shall not knowingly or recklessly post false or defamatory information about a person or organization. Users are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is.
14. Vandalism results in the cancelation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
15. Users shall not read other users' mail or files; 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 or other documents or information stored electronically.
16. Users exhibiting hazing, harassing, intimidating behavior or found bullying through the Network or use of a personal electronic device are subject to discipline under Board policies and procedures and applicable law.
17. Users shall not disable technology protection measures, security features, filters or block on the Network without express written consent of an appropriate administrator.

18. Users may not use a camera feature to capture or record audio, video or still photos of other students, faculty or staff during school hours, in-person, or remote instruction, or at school events unless for educational purposes and only with explicit written permission given by the subject of the photo or video. If the subject of the image is a student, written permission must be given by the parent or guardian. The prohibition in this paragraph does not apply to teachers. District employees are permitted to conduct remote instruction utilizing videoconferencing and online chat or communication services.

19. Transmission or download of any material in violation of any State or Federal law or regulation, or Board Policy is prohibited.

### **C) Netiquette**

All users must abide by rules of network etiquette, which include the following:

- a. General Rule: Do not put anything in an email that you would not put on District letterhead.
- b. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Refrain from using obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communication through the Network (including but not limited to public messages, private messages, and material posted on webpages).
- c. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, the user must stop.
- e. Do not post information that if acted upon could cause damages or a danger of disruption.
- f. Do not forward or include with emails jokes or similar fun messages to amuse the reader.
- g. Do not subscribe through your District email account to any service for personal use including but not limited to the regular transmission of jokes, horoscopes, recipes, vacation information, or similar items of information or amusement.
- h. Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including but not limited to computers, devices, cell phones, networks, or Internet connection, email or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, email, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A user's use of the Network constitutes his/her waiver of any right to privacy in anything he/she creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a staff member has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Users are reminded that their communications are subject to Ohio's public records laws and FERPA.

Users shall report any security problem or misuse of the Network to the teacher or building administrator.