

***Sandusky City Schools***  
**Computer Network/Online Services**  
**Student Rules for Computer, Network, Internet and Email Usage**

In order to provide for the most effective access to technology and to protect the rights of students and staff, the following rules have been defined. The computers, computer network and messaging systems of the District are intended for educational use only.

The use of District resources shall not be used in any way for personal financial gain, excessive personal use, or illegal activities. In addition, students are expected to use appropriate language at all times. If inappropriate communications are received it is the user's responsibility to report this activity to his/her instructor or principal.

1. Students shall not transmit visually or auditorily any abusive, defamatory, obscene, profane, sexually explicit, threatening, violent or illegal material. Examples include, but are not limited to:
  - The transmission of any language or images which are of a graphic sexual nature.
  - The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, sexual orientation, economic status, military status, or political beliefs.
  - The transmission of messages or any other content which would be perceived to be harassing, bullying or threatening.
  - Uses that constitute defamation (libel or slander).
  - Uses that violate copyright laws.
  - Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of computer viruses, worms, etc.)
2. In accordance with the school policy, the student is responsible for willful damage or vandalism to equipment. Vandalism can include but is not limited to:
  - Uploading/downloading any inappropriate material.
  - Creating computer viruses.
  - Any malicious attempt to harm or destroy equipment or materials or the data of any other user.
3. Students shall not send, forward or participate in chain letters or excessive use of email distribution.
4. All documents and communications created within or for school use are subject to review.
5. Electronic mail (e-mail) is a privilege and not guaranteed to be private. System administrators reserve the right to monitor system resources and user accounts while respecting the privacy of the user's account. Mail may be delayed, misdirected and/or not be deliverable. District administration may request access to electronic mail at any time.
6. The person in whose name a network account is issued is responsible for its proper use at all times. Examples of misuse include but are not limited to: sharing of accounts, mishandling passwords, failing to log off the network, failing to secure data.
  - Individual passwords must not be given to other students.
  - Students are not permitted to use a computer currently logged in by another user.
  - Students must maintain their folders and remove outdated information.
7. Students are to retrieve information only from staff directed locations. Students must have approval to retrieve information from a floppy disk, CD, Internet locations, or any other electronic media.
8. Students may develop web pages only as directed by staff to fulfill course or school related requirements.
9. Folders must not contain executable files (\*.exe), batch files (\*.bat), command files (\*.com), system files (\*.sys), zip/compressed files or network files.
10. Students must not change the standard configuration or settings of the computer unless directed by the instructor.

- 11. Students shall not leave a computer workstation without logging out.
- 12. Personal computers, personal digital assistants (PDA's) and other peripherals are not permitted on the District network at any time.
- 13. Students are not to install programs or computer hardware at anytime.
- 14. No food, gum, drink or liquids of any kind are allowed near computers or in any computer lab, in accordance with school policy.
- 15. Students are not to purchase/buy items on the Internet.
- 16. Personal information is not to be transmitted at any time via the Internet.
- 17. Student responsibilities while in the Computer Lab include:
  - Prior to the start of class and again at the end, students should inspect equipment, including keyboards and mice, and report missing or damaged equipment to the instructor
  - All computers must be returned to a login prompt at the end of the period



Consequences for violations of the above policy will follow the District discipline policy. The above rules and regulations of network usage are subject to change at any time.

I have read and agree to comply with all of the "Student Rules for Computer, Internet and Email Usage." I understand that access to the network and messaging systems is a privilege which may be withdrawn and/or disciplinary action may be taken in the event of noncompliance. The administration reserves the right to monitor any computer activity and on-line communications for improper use. In the event that a user is found to have violated state or federal laws, Sandusky City Schools will cooperate with local, state and federal agencies.

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 Student Name Signature                      (Print) Student Name                      Grade                      Date Signed

As the parent or legal guardian of the above student, I have read, understand and agree that my child shall comply with the terms of the Sandusky City Schools Student Rules for Computer, Internet and Email Usage for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the above policy. I am therefore signing this agreement and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the District for computer network and Internet access against all claims, damages, losses and costs, or whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of the Acceptable Use and Policy. Further, I accept full responsibility for Supervision of my child to use the building-approved account to access the District's computer network and the Internet.

As parent/guardian I give permission for my child to: use the Internet for independent research, to be photographed and/or videotaped for use on a District sponsored web page (student names will not be included,) to participate in a live video conference (video conferencing is a teacher-directed activity whereby students talk with other experts and students via the District network), to participate in video productions/TV programming, such as a community activity, holiday program, music performance, athletic event, etc., that could be distributed via the District video/TV system.

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 Parent or Guardian Signature                      (Print) Parent or Guardian Name(s)                      Date Signed