



TECHNOLOGY AND NETWORKS ACCEPTABLE USE

The Governing Board of the Educational Service Center of Northeast Ohio is committed to the effective use of technology to both enhance the quality of learning and the efficiency of operations. It also recognizes that safeguards have to be established to ensure that the investment in both hardware and software is achieving the benefits of technology.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to ensure that students and staff are making appropriate and ethical use of the computers and any networks that may be established.

The Superintendent shall also ensure that the staff is adequately informed about disciplinary actions that will be taken if district technology and/or networks are abused in any way or used in an illegal or unethical manner.

APPROPRIATE USE OF TECHNOLOGY RESOURCES

Computers are being used to access an increasing number of educational resources. The use of computer networks that are shared by others imposes certain obligations.

In particular, computer hardware, software and data have value, and must be treated accordingly. In addition, access to online resources on the Internet opens a world of information. Guidelines for such access have been established and must be followed by those who wish to maintain their privilege to use Educational Service Center computers.

Parents/Students/Staff is required to sign an agreement which defines the conditions under which they may use Educational Service Center technology resources. Those who do not adhere to the guidelines for appropriate use may be denied access to technology resources.

The following are Guidelines for Appropriate Technology Resources Use:

1. Any use of computers should be directly related to curricular or professional programs.
2. All computers and any information or software contained therein are property of the Board. Students and staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the administration or communicate any such information to unauthorized individuals.
3. Computer application programs and system software installed on school computers are configured for general use by a variety of students and staff members. Care should be used in order not to reconfigure or alter preference settings of such software.
4. Ownership rights of commercial software must be observed.
5. Only Educational Service Center staff members or contracted vendors are authorized to install software on computers.
6. Students and staff may access online services that have been approved. Students and staff may not use telecommunications equipment to access their personal account, or online services that have not been approved.
7. The nature of the Internet makes it impractical to restrict users from accessing all potentially inappropriate sites – in fact, the greatest attribute of the Internet is its ability to locate a wealth of relevant and often *unpredicted* sources of information.
8. Students and staff may not use school computers in inappropriate ways. Examples of inappropriate use include, but are not limited to: uploading; downloading, or viewing obscene, vulgar, threatening, or abusive language or materials; any illegal activity; any personal commercial transactions, any personal political activity, and activity that violates another user's privacy, including use or disclosure of another's password, address, phone number, or social security number.
9. The user of Board-owned equipment shall be fully liable for any damages or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.
10. Center equipment may be removed from Center property by staff members only when such equipment is necessary to accomplish tasks arising from their school or job description

11. Individuals authorized to use Board-owned equipment off Center property may not allow anyone else to use the equipment, which is sanctioned for use by a specific employee.
12. Technology devices owned by the Board may contain personally identifiable information about the Center students and/or staff. Federal and State laws prohibiting disclosure of such personally identifiable information applying to electronic records stored on technology devices. Board employees are advised to exercise caution when transferring personally identifiable information onto disks, flash drives and other technology devices. A Board employee who loses or misuses student and/or staff personally identifiable information will be subject to disciplinary action.

EQUIPMENT RETURN

All returned equipment should be packaged with appropriate and sufficient padding to prevent damage during shipment. Parents/students should retain the original packaging for all equipment received for use in equipment return. This includes computers, printers, routers, power cords, and everything that may have been initially sent to the student/family. Parents/guardians who do not comply with return procedures will be invoiced for the full replacement cost of missing and damaged items.

TECHNOLOGY PRIVACY

1. All computers, telephone systems, electronic mail systems and voice mail systems are the Board's property and are to be used solely for business purposes ONLY. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system and voice mail systems. Staff members should have no expectation that any information contained on such systems is confidential or private.
2. Review of such information may be done by the administration with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and administration retains the right to access information in spite of a password. All passwords and security codes must be registered with administration. A staff member's refusal to permit such access may be grounds for discipline up to and including termination.

Agreement to the conditions and rules set forth in the Guidelines for Appropriate Technology and Networks Use:

I agree to adhere to the Guidelines for Appropriate Technology and Networks Use and other policies and rules governing my use of technology and networks. I fully understand these guidelines and that failure to follow these guidelines will result in an employee progressive discipline measure that may result up to and including termination.

PARENT
SIGNATURE _____ DATE _____

***Please mail, scan, or fax page 4 to:**

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