

STUDENT INTERNET POLICY

Please sign one of the following agreements. I have read the Student Internet Policy.

I want my child to have access to the Internet and other computer networks at summer school, subject to the terms of the Student Internet Policy.

I do not want my child to have access to the Internet and other computer networks during summer school.

SIGNATURE OF PARENT / GUARDIAN

DATE

COMPUTER USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the following rules:

- 1) Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- 2) The Computer Usage Policy must be read and approved, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian or custodian. Olentangy Local Schools reserves the right to filter any Internet sites.
- 3) Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- 4) Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
- 5) Students may not use the Internet to engage in "hacking" or other unlawful activities.
- 6) Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- 7) Students should only use computer programs approved by the classroom teacher.
- 8) The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.
- 9) Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
- 10) Students are not to send messages over the network using outside email accounts or systems nor participate in online "chat rooms." All electronic communication between students and teachers should happen through their district assigned myED (FirstClass) accounts.
- 11) Students are not to enter the network's operating system.
- 12) Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs or floppy disks. The use of CD's, jump/flash drives, and floppy disks is not permitted without permission from a teacher. The preferred message of file transport is through myED (FirstClass).
- 13) Students may not bring food or drink into the computer lab.
- 14) All copyright laws are to be enforced.
- 15) Students are not to unplug or change any computer device or network connections.
- 16) Students are not to change any display screen settings.
- 17) Students are not to change any program's toolbars or settings.
- 18) Students are not to add or delete any program icons on the desktop or Start Menu.
- 19) Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
- 20) Students are not to remove, modify, damage or destroy any computer or networking equipment.
- 21) Students are not to modify or remove any identifying labels on computer equipment.
- 22) Students are not to modify or remove any printer settings.
- 23) Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
- 24) Students are to advise their teacher when a computer malfunctions in any way (example: a diskette cannot be removed from a computer). The teacher will notify the technical support staff so that the PC can be repaired.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers, detention, Saturday School and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.