



ACCEPTABLE USE AND INTERNET SAFETY POLICY

FOR USE OF THE COMPUTER AND NETWORK SYSTEMS OF THE BUTLER TECHNOLOGY AND CAREER DEVELOPMENT SCHOOLS

The Butler Technology and Career Development Schools is pleased to make available access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one user's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise use of network and Internet access, they must have cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing this Policy, each user will be given the opportunity to enjoy Internet access at School and agrees to follow the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any user who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of your agreement regarding computer network and Internet use. Contact the person that your School has designated if you have any questions about these provisions. If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERMS OF THE PERMITTED USE

A user who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Users may be asked to sign a new Policy each year during which they are in the School District before they are given an access account.

III. ACCEPTABLE USES

Educational Purposes Only. The School District is providing equipment and access to its computer networks and the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.



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IV. UNACCEPTABLE USES

- A. **Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:**
1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of user access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 4. Uses that are commercial transactions. Users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers. You may not use the computer network or devices for online gaming or gambling.
 5. Uses which violate district fraternization policies or uses which promote undue familiarity between those in a faculty/student or superior/subordinate relationship. For example, students becoming online 'friends' with faculty on a social networking site.
 6. Use of any personal devices on campus which violate any policy (for example, sexting using a personal cell phone).
 7. Social Media. Use of social media during school hours or using school computer networks, internet, or devices must be authorized by a teacher for an approved educational purpose. Any social media activity of a student while using school computer networks, internet, or devices are subject to the Acceptable Use Policy. Any social media activity that is directed at the Butler Tech community and is disruptive shall result in discipline.
- B. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.



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2. Don't assume that the sender of a message is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her information to third parties. This should only be done with permission or when you know that the individual would have no objection.
3. Be considerate when sending attachments (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

V. INTERNET SAFETY

- A. General Warning; Individual Responsibility Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of User Information.** Personally identifiable information concerning users may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering technologies designed to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects when appropriate.



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The term “harmful to minors” as used above means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

VI. DISTRICT PROVIDED DEVICES

When using district provided technology devices, users are accountable for the responsible use of the devices. Use of district provided devices is a privilege which may be revoked at any time.

Violation of these policies will be subject to normal disciplinary action.

- A. Content and Software** – district equipment is to be used for educational purposes only. Music, videos, games and software must be district approved and installed.
- B. Configuration** – users may not alter the configuration of the device or install passwords on screensavers, BIOS settings menus, or deletion of files or folders. Deletion of some files may also result in a computer failure and may interfere in the ability to complete classwork, directly impacting grades.
- C. Equipment Repairs** – if the computer fails while in use, a determination will be made to determine if the failure was due to the equipment, or due to improper use. If the failure is due to improper use, the student or parent may be held liable for repairs.
- D. Loss or Damage** – if equipment is issued to the user, and the property is damaged, lost or stolen, the user is responsible for the cost or repair or replacement based upon the fair market value at the date of loss. Loss or theft of property must be reported to the District within one business day, and a police report must be filed within 48 hours of the occurrence if applicable.
 - a. If the equipment is stolen:**
 - i. File a police report within 48 hours of the occurrence
 - ii. Notify the Principal or Supervisor immediately, or within one business day
 - b. If the equipment is lost:**
 - i. The user will be responsible to pay the school district the total costs associated with replacing the equipment.
 - c. Users will be charged for the replacement or repair of the equipment if it has been deliberately damaged or vandalized.**

VI. PERSONAL DEVICES

If personal electronic devices are used on the district network or on district property, use of the personal device must be consistent with the district AUP. Internet access on the district network is recorded, and misuse of personal devices, on or off the district network while on district property, will be subject to normal disciplinary action.

- A. Cell phone Use.** Personal cell phones on campus will be set to ‘silent’ or powered off during class unless they are being used for educational purposes as defined by the instructor. During non-class



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time the regulations of the student handbook define how they may be used, so long as they are not a disruption and such uses comply with district AUP standards. Any misuse will be subject to normal disciplinary action.

- B. Other devices.** Use of other personal devices (such as laptops, tablets, iPods, mp3 players and other personal devices) on the district campus or network must be in compliance with the district AUP; misuse will be subject to disciplinary action.

VII. PRIVACY

Network and Internet access is provided as a tool for your education.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of computers, networks 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 School District and no user shall have any expectation of privacy regarding such materials or devices.

Users shall have no expectation of privacy in any emails, instant messages, documents, text messages, or any other electronic communication sent, received, or stored by or through Butler Tech's computers, computer network, electronic messaging systems, or other devices.

Users must not consider these communications to be private or confidential: All emails, instant messages, documents, text messages, and other information that is accessed, stored, created, received, or sent by or through any of Butler Tech's computers, computer network, electronic messaging systems, and other devices may be the property of the District. **Authorized District personnel may view files, communications, data, or any other electronic communication at any time for any reason.**

VIII. FAILURE TO FOLLOW POLICY

Use of the computer network and Internet is a privilege, not a right. Any user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the user's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

IX. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of use of its computer networks or the Internet under this Policy.

By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with



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the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

X. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

XI. EDUCATION, SUPERVISION AND MONITORING

It shall be the responsibility of all members of the Butler Tech staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.

The Director of Information Technology or designated representatives will provide age-appropriate training for students who use Butler Tech's Internet facilities. The training provided will be designed to promote Butler Tech's commitment to:

- The standards and acceptable use of Internet services as set forth in Butler Tech's Internet Safety Policy.
- User safety with regard to: (1) safety on the Internet; (2) appropriate behavior while on online, on social networking Web sites, and in chat rooms; and (3) cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the user will acknowledge that he/she received the training, understood it, and will follow the provisions of Butler Tech's acceptable use policies.



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BUTLER TECH USER AGREEMENT

Every user, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the Butler Tech Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy. All users under the age of 18 must have an accompanying Parent's or Guardian Agreement.

Name (Print Clearly)

Signature and Date

Address

City

State

Zip Code

Best Phone #

Program

Home School

Junior

Senior

Adult

Other

I am under 18

I am 18 or over

If I am signing this Policy when I am under 18, I understand that when I turn 18 this Policy will continue to be in full force and effect, and agree to abide by this Policy. All users under the age of 18 must have an accompanying Parent or Guardian Agreement.

