



Toledo Public Schools

ACCEPTABLE USE, E-MAIL, & 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.

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If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action and/or legal action based on federal, state, and local law.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) Uses that violate the law or encourage others to violate the law. Don't sell drugs, alcohol, or tobacco. Don't promote unethical practices or any activity prohibited by law or Board Policy. Don't view, transmit, or download pornographic materials or materials that encourage others to violate the law. Don't intrude into the networks or computers of others. Don't download or transmit confidential or trade secret information.
- 2) Copyrighted material may not be placed on the system without the author's permission. 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.
- 3) Users shall not view, download, or transmit material that is threatening, offensive, obscene, disruptive, or sexually explicit or that could be construed as harassment, bullying, or disparagement of others 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.
- 4) Vandalism results in the cancellation 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.

UNACCEPTABLE USES continued

- 5) Users shall not read another users' mail or files. Users shall not attempt to interfere with another users' ability to send or receive e-mail, nor shall they attempt to read, delete, copy, modify, or forge another users' mail.
- 6) No user may sell or buy anything over the Internet. Private information about you or others, including addresses, phone numbers, Social Security numbers, and credit card numbers should not be given to others.
- 7) Students are prohibited from attempting to bypass the District's filtering system. The use of a "Web Proxy" site is prohibited.
- 8) Any other uses deemed unacceptable by the District

C) **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.
- 2) Avoid language and uses which may be offensive to other users. Don't use computer or network 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.
- 3) Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission from the individual.
- 4) Do not use the network in such a way that will disrupt the use of the network by other users.
- 5) Students shall not engage in any form of cyber bullying or cyber threats. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic communications which has the effect of:
 - a) Physically, emotionally or mentally harming a student;
 - b) Placing a student in reasonable fear of physical, emotional, or mental harm;
 - c) Placing a student in reasonable fear of damage to or loss of personal property; or
 - d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- 6) Students are not to engage in "Sexting." Sexting is the act of sending sexually explicit or sexually provocative photos or video electronically, primarily between cell phones. Such photos and videos are often taken by the cell phone's own camera. The photos may also be transmitted by computer through electronic communications, and/or posted to a website. Engaging in this activity, whether during school or outside of the premises, may result in disciplinary action.
- 7) Rules and regulations of online etiquette are subject to change by the administration.