



Sandusky City Schools

STUDENT AUTHORIZATION FORMS COMBINED

ACCEPTABLE USE POLICY and INTERNET SAFETY AGREEMENT

Statement of Purpose

Sandusky City Schools provides a rich information technology environment to support its educational activities. In order to provide for the most effective access to computers, network and messaging systems and to protect the rights of students and staff, the following rules have been defined. Access is a privilege, not a right, and carries with it responsibilities for all involved.

Terms of Agreement

In order for users to be allowed access to a school computer network and the Internet, parents and staff must sign and return the attached consent form by the end of the first week of school.

User Responsibilities

The Sandusky City School district is providing access to its school computer network and the Internet for **educational purposes only**. To protect the rights of students and staff, the following rules have been defined:

Users must:

1. Respect and practice the principles of good citizenship.
 - Prior to the start of class and again at the end, inspect equipment, including keyboards and mice, and report missing or damaged equipment to the teacher.
 - Use care and respect when using equipment. No food, gum, drink or liquids of any kind are allowed near computers or in any computer lab. Willful damage or vandalism to equipment or the data of any user is not permitted.
 - Use only **teacher-managed** educational networking sites (e.g. Moodle, ePals) and other forms of direct electronic communications (e.g. email). Teacher management shall include enrolling and monitoring participation of students in online, interactive assignments.
 - Use technology resources for educational purposes only. The use of the network for profit-making (buying, selling, advertising), political, religious illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers and files (hacking), and deletion of computer files. Such activity is considered a crime under state and federal law.
 - Communicate only in ways that are kind and respectful. No swearing or suggestive, obscene, belligerent, bullying, harassing, threatening language is permitted.
 - Use language and/or graphic representations which are not offensive to other users. The distribution, or redistribution of messages, jokes, or pictures, which are based on slurs or stereotypes relating to race, age, gender, ethnicity, nationality, military status, religion, economic status, political belief or sexual orientation is not permitted.
 - Do not send, forward or participate in chain letters or excessive use of email distribution (spam).
 - Report threatening or inappropriate communications to a teacher or network administrator immediately.
 - Access district supported email and if available, district supported voicemail daily (staff members only).
2. Respect and protect the privacy of self and others.
 - Keep username and passwords private. Do not disclose or share your password with others.
 - Do not post personal addresses, phone numbers, last names or photographs.
 - Do not use another student's username or password. Do not impersonate another user.
3. Respect and protect the integrity, availability, and security of all electronic resources.
 - Lock or log off computer before leaving the computer station. Power down computer at the end of the day.
 - Maintain your document folder and remove outdated information.
 - Use of anonymous proxies to bypass content filtering is strictly prohibited and is a direct violation of this agreement.
 - Do not attempt to gain unauthorized access to another computer system (hacking) or to impair the operation of another computer system (For example, the transmission of computer viruses, worms, etc.)
 - Do not store or install executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys), zip/compressed files or network files.
 - Obtain approval before retrieving information from a flash drive, CD, Internet location, or any other electronic media (students).
 - Do not use personally owned computers or other personal equipment on the network.
 - Do not install computer software or hardware. Only the IT department may install software or hardware.
 - Report security risks or violations to school or network administrator.
4. Respect and protect the intellectual property of others.
 - Adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not infringe copyrights or plagiarize.

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. It is the responsibility of the user to report misuse or violation of the network or Acceptable Use Policy to the school or building administrator. The above rules and regulations of network usage are subject to change at any time. Consequences for violations of the above policy will follow the District discipline policy and could result in the loss of a user's privilege to use the school's information technology resources.

Internet Safety and Training

- Despite every effort for supervision and filtering, all users and the students' parents/guardians are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the network and Internet and report inappropriate sites to a school or network administrator.
- In using the network and Internet, users should not reveal personal information such as home address or telephone number. Never arrange a face-to-face meeting with someone "met" on the Internet.
- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet. Users should never give out private or confidential information about themselves or others.
- The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic, or harmful to minors. Teachers may request to have educational sites reviewed and made available for classroom use through application to the District Technology Department.
- The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of users, through direct observation and technological means.
- Internet Safety Training will be provided to students and staff in accordance with state guidelines.

Use of Web Tools

Online communication is critical to our students' learning of 21st Century Skills. Tools such as discussion forums, wikis, and podcasting offer an authentic, real-world vehicle for student expression. The District's primary responsibility to students is their safety. Hence, student participation in these types of classroom activities must follow all established Internet safety guidelines:

- The use of discussion forums, podcasts or other Web 2.0 tools is considered an extension of the classroom. Only web tools initiated, managed and monitored by teachers are permitted for use by students in classroom activities.
- When using discussion forums, podcasts or other web tools, users are expected to act safely by keeping ALL personal information (including, but not limited to, last names, personal details including address, phone numbers or photographs) out of their posts and account profiles.
- Any speech that is considered inappropriate in the classroom is also inappropriate in all uses of discussion forums, podcasts, or other Web 2.0 tools. This includes, but is not limited to profanity, racist, sexist or discriminatory remarks.
- Users who do not abide by these terms and conditions of the Acceptable Use Policy may lose their opportunity to take part in the project and/or be subject to consequences in accordance to the school discipline policy.

Teacher Responsibilities with Use of Computer Labs or Mobile Labs

- Provide appropriate opportunities to students using network and electronic information resources in support of the district curriculum **for educational purposes only**.
- Inform students of their rights and responsibilities as users of the district network prior to gaining access to that network.
- Circulate, supervise and monitor student activities and report student infractions of the Acceptable Use Policy to the school administrator.
- Provide alternate activities for students who do not have permission to use the Internet.
- Check parental AUP permission forms before submitting photos or artwork for publications (newsletter, websites, etc.). Do not publish student name with photos.

Principal Responsibilities

- Distribute the Acceptable Use Policy to all students.
- Keep **signed** Acceptable Use Policy forms on file.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide a list of students who do not have permission to use the Internet to the teaching staff and IT Department.

District Responsibilities

The Network Administrator and other authorized administrators will:

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Review requests from teachers for access to currently filtered educational sites and open access to sites which are deemed safe.
- Review the board approved Acceptable Use Policy annually.
- Monitor system resources to ensure that uses are secure and in conform to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. This information can be used for disciplinary action and can be furnished as evidence of crime to law enforcement officials.



Sandusky City Schools

STUDENT AUTHORIZATION FORMS COMBINED

Please return this packet completed. (Sections require initials, additional information, and a signature at the end.)

Student Name _____
(Please print)

20____ - 20____
(School Year)

Below are forms that have been combined for space and convenience. Please review and initial each section:

ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

I have read and understand the Acceptable Use Policy and I agree to the following:

Initial each to indicate acceptance:

- _____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access use a school computer or network software provided by the Sandusky City Schools.
- _____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by the Sandusky City Schools.
- _____ As a parent or legal guardian or the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption to appear on the any district, school, or teacher website connected with the Sandusky City Schools.

REPRODUCTION OF STUDENT PHOTOGRAPHS, AUDIO, VIDEO, AND LIKENESS

At times Sandusky City Schools reproduce photos, audio, video, likenesses, and names of students to acknowledge credit and for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live or recorded audio/video, and video broadcasts, as well as athletic, music and theatre presentations. This would include interactive and web based learning broadcasts sponsored by the district with sites outside the school district. Sandusky City Schools does not distribute the reproduction of student photos, audio, video, likenesses, or names to any other entity, unless expressly approved by a parent or guardian.

Initial ONE to indicate acceptance:

- _____ I authorize the reproduction of my child's photo, audio, video, likenesses, and name for presentation by the Sandusky City Schools. This authorization supersedes the FERPA student records act only for the items listed.
- _____ I do not authorize the reproduction of my child's photo, audio, video or likeness.

REPRODUCTION OF ORIGINAL STUDENT PRODUCED WORK

At times Sandusky City Schools reproduces original student work, photos, audio, video and names of students to acknowledge credit and for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live audio and recordings, and video broadcasts, as well as athletic, music and theatre presentations. Original Student Work is considered items that are physical, visual, and audio. Sandusky City Schools does not authorize reproduction of original student work to any outside entity for the benefit of fund raising or entities outside the school district's jurisdiction unless expressly approved by a parent or guardian.

Initial ONE to indicate acceptance:

- _____ I authorize the reproduction of my child's original student work, photos, audio, video and name for the purpose of presentation by the Sandusky City Schools. This authorization supersedes the FERPA student records act only for the items listed.
- _____ I do not authorize the reproduction of my child's original student work, photos, audio or video.



Sandusky City Schools STUDENT AUTHORIZATION FORMS COMBINED (Continued)

EMERGENCY CLOSING AUTHORIZATION - KINDERGARTEN THROUGH SIXTH GRADE

In the event school is closed prior to the regular dismissal time, due to an unexpected emergency, I want my child to remain under the supervision of Sandusky City Schools until I can be contacted by school staff. I understand that my child may be moved to a safe location if necessary.

Initial ONE to indicate acceptance:

____ I authorize my child to remain under Sandusky City Schools supervision until I can be contacted.

____ I authorize my child to be dismissed without contacting me.

FIELD TRIP PERMISSION

My child has permission to participate in all field trips sponsored by Sandusky City Schools. I understand that I may withhold permission for any field trip in which I do not want my child to participate by notifying the school in "writing."

Initial ONE to indicate acceptance:

____ I authorize this Field Trip Permission.

____ I do not authorize this Field Trip Permission. I understand that I may authorize my child in writing as trips become available.

CHILD PICK-UP AUTHORIZATION

If my child needs to be picked up from school, the following names are the ***only*** people I authorize to pick up my child.

Name _____	Phone _____ - _____ - _____	_____ Initial
Name _____	Phone _____ - _____ - _____	_____ Initial
Name _____	Phone _____ - _____ - _____	_____ Initial
Name _____	Phone _____ - _____ - _____	_____ Initial
Name _____	Phone _____ - _____ - _____	_____ Initial
Name _____	Phone _____ - _____ - _____	_____ Initial

PARENT/GUARDIAN SIGNATURE

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 Acceptable Use and Internet Safety Agreement. In addition, I have initialed items in each of the above Student Authorization Forms.

Signature of Residential Parent/Guardian

Date

Please sign and return this form the first week of school.