

## **A. ACCEPTABLE USE POLICY**

It is the intention of the Ashland County-West Holmes JVSD (ACWHCC) and the Board of Education to protect the privacy of staff and members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers, network, and electronic messaging systems of the Ashland County-West Holmes JVSD.

### **Acceptable and Unacceptable Uses**

The computers, computer network and messaging systems of the ACWHCC are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses that are unacceptable under any circumstances:

- ❖ The transmission of any language or images which are of a graphic sexual nature
- ❖ The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- ❖ The transmission of messages or any other content that would be perceived by a reasonable person to be harassing or threatening
- ❖ Uses that constitute defamation (libel or slander)
- ❖ Uses that violate copyright laws
- ❖ Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- ❖ Any commercial or profit-making activities
- ❖ Any fundraising activities, unless specifically authorized by an administrator

### **Security and Integrity**

District Staff or students shall not take any action that would compromise the security of any computer, network or messaging system. This includes the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

District Staff or students shall not take any actions that may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the designated System Administrator).

District Staff members shall report to the designated System Administrator or a District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

### **Right of Access**

Although the Ashland County-West Holmes Career Center respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the ACWHCC computer network and messaging systems require that full access be available at all times. The Ashland County-West Holmes Career Center therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages that may be contained therein. All such data, information, and messages are the property of the District and neither staff members nor students should have expectations that any messages sent or received on the District's systems will always remain private.

### **Agreement**

- ❖ I have read the "Computer, Internet, and Network Privacy and Acceptable Use Policy for District Students and Staff Members" relating to the use of the computers, computer networks, and electronic messaging systems of the Ashland County-West Holmes JVSD.
- ❖ I would like to be given access to the District's computer network and understand that its use is a privilege that may be withdrawn in the event of noncompliance with the above Policy.
- ❖ I agree to comply with the "Computer, Internet, and Network Privacy and Acceptable Use Policy for District Students and Staff Members" and understand that access to the network and messaging systems is a privilege that may be withdrawn in the event of noncompliance with the above Policy.

