

DANGEROUS WEAPONS

The Board will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any visitor while on District property, at a school-sponsored event, or on a school vehicle.

Any visitor found possessing a weapon or other device designed to inflict serious bodily harm on District premises, a school vehicle, or on property being used by the District for school purposes may be charged with a felony. This restriction applies to visitors licensed to possess firearms unless serving as an authorized security officer.

The Superintendent shall ensure that any visitor possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency.

R.C. 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19
18 U.S.C. 922

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

GIFTS, GRANTS, AND BEQUESTS

The Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All accepted gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the Policies and Administrative Guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment proposed to be purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

R.C. 9.20, 9.26, 3313.36, 3313.37

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

SITE ACQUISITION

It is the policy of the Board that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not on enhancement of the value of the site to the seller. The presence of a school to service a potential development in itself enhances the profit potential to a developer. It is the Board's sole purpose to provide a service to the residents in a development at the least possible cost to the taxpayers.

Discussion of possible school sites may be carried on in an executive session of the Board, but all official actions must be taken in an open, public meeting. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY

When real property, equipment, books, and materials become worn out, obsolete, surplus, or otherwise unusable by the schools, the Superintendent will authorize their sale in a manner that is in the best interest of the District.

Items determined to have a resale value of \$10,000 or more will be disposed of in accordance with R.C. 3313.41.

Personal property, the value of which does not exceed \$10,000 shall be disposed of by the Superintendent or his/her designee in such a manner as will be in the public interest and benefit the school district.

R.C. 3313.17, 3313.40, 3313.41

Adopted as Amended January 21, 2003
Adopted as Amended Date April 15, 2002
Adoption Date November 17, 1997

SAFETY PROGRAM

The Board believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students, in compliance with Federal and State laws and regulations.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations thereof to the Superintendent.

The Superintendent shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission.

R.C. 4167.01 et seq.

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

CONTROL OF PERMIT-REQUIRED CONFINED SPACES

The Board seeks to protect its employees who may be exposed to the hazards of Permit Required Confined Spaces under normal operating conditions or in foreseeable emergencies.

The Superintendent shall implement Administrative Guidelines and will:

- A. Develop a written Confined Space Program.
- B. Identify those employees whose duties require them to be in a Confined Space.
- C. Provide employee training in Permit Required Confined Space.
- D. Provide appropriate procedures for entering a Permit Required Confined Space.
- E. Follow all regulations as stipulated under H. B. 308 and 29 C.F.R. 1910.146

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

USE OF TOBACCO ON SCHOOL PREMISES

The Board believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

For purposes of this policy, "use of tobacco" means a cigar, cigarette, pipe, or any other matter or substances that contain tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings, Board-owned vehicles and all school grounds at all times. .

Such prohibition also applies on school buses and at any school-related event.

The only exception is that tobacco may be used in private vehicles on school grounds.

R.C. 2923.12, 3313.20, 3313.47
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995

Adopted as Amended February 18, 2003
Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

PLANT SECURITY

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State. Such a program may include video surveillance equipment in appropriate public areas in and around the schools and other District facilities.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to District property and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities will be contacted in the case of serious offenses.

R.C. 2909.05, 3313.173, 3313.642
A.C. 3301-35-03

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

PROPERTY INVENTORY

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment and warehouse supplies.

For purposes of this policy "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, and an apparatus with an acquisition cost of \$500 or more.

It shall be the duty of the Business Manager to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment may be subject to annual spot check inventory to determine loss, misallocation, or depreciation; any major loss shall be reported to the Board.

Property records of consumable supplies in the warehouse shall be maintained on a continuous inventory basis.

The Business Manager shall maintain a system of property records.

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board shall maintain a fixed-asset, accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

Fixed assets are defined as those tangible assets of the District with a useful life in excess of five (5) years and an initial cost equal to or exceeding the amount determined periodically in the District's Administrative Guidelines. Some items may be identified as "controlled" assets that, although they do not meet all fixed asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building/fixtures
- C. improvements other than building
- D. machinery and equipment
- E. furniture
- F. vehicles

Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the Business Manager.

The Superintendent shall develop Administrative Guidelines to ensure proper purchase, transfer, and disposal of fixed assets.

Depreciation shall be recorded for funded fixed assets using the method(s) agreed upon by the Superintendent and the Treasurer.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location

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- D. purchase price
- E. date purchased
- F. estimated useful life
- G. replacement cost
- H. accumulated depreciation

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

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USE OF DISTRICT FACILITIES

The Board believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

District grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of the municipal government
- F. other governmental agencies
- G. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational and educational purposes
- H. commercial or profit-making organizations or individuals offering services for profit

The use of District grounds and facilities shall not be granted for:

- A. private social functions
- B. any purpose which is prohibited by law

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available for the housing, feeding, and care of victims or potential victims when requested by local, State or Federal authorities. The Superintendent should meet with the American Red Cross to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-.08)

The Superintendent shall develop administrative guidelines for the granting of permission of use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following.

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission of use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

SCHOOL FUNDRAISERS (NON-PROFIT)

Parma City School District organizations that seek to utilize a school facility for a non-profit fundraiser may be issued a building permit, and be charged a rental/security officer fee to use the facility, as follows:

1. If the fundraising event is held during a normal classified custodial shift, and no extra staff personnel is necessary, i.e. on a weekday, or weekend where other school activities are occurring, there will be no rental fee assessed. However, a security officer(s) may be assigned as determined by the security director, and the event holder will be responsible for the established fee.
 2. If the fundraising event is held after normal classified working hours, and **ADDITIONAL CUSTODIAL/CLEANER/CAFETERIA PERSONNEL OR OVERTIME** is necessary, the holder of the event will be responsible for any and all overtime charges. In addition, a security officer(s) may be assigned as determined by the security director, and the event holder will be responsible for the established fee.
- A non-profit fundraiser is a fundraiser in which all profits collected will be for the benefit of a school district club, organization, or an outside non-profit organization.

- All outside non-profit organizations will need to provide a non-profit Federal Tax ID number establishing its status as a non-profit organization. (501(c)(3) Document)
- An outside, non-profit organization is one that is not supported under the umbrella of the PCSD, but has received approval from the PCSD to hold a function on school grounds or in a school facility.

DISCLAIMER: The PCSD reserves the right to deny any organization a permit to use a school district facility.

**SCHOOL FUNDRAISERS
(FOR PROFIT-SPLIT PROFIT WITH A FOR PROFIT ORGANIZATION)**

Parma City School District school sponsored organizations that seek to utilize a school facility for a split profit fundraiser may be issued a building permit, and will be charged as follows:

1. If the fundraising event is held during a normal classified custodial shift, and no extra staff personnel is necessary, i.e. on a weekday, or weekend where other school activities are occurring, there will be a rental fee assessed based on the for-profit rates below. In addition, a security officer(s) may be assigned as determined by the security director, and the event holder will be responsible for the established fee.
 2. If the fundraising event is held after normal classified working hours, or the building is closed, the holder of the event will be responsible for any and all custodial and cleaning personnel overtime charges (SEE ATTACHED), in addition to the rental fee shown below. Also, if needed, a security officer(s) will be assigned, and the event holder will be responsible for the established fee.
- A split profit fundraiser is a fundraiser in which monies collected will be split between the Parma City School District school sponsored organization (i.e. Athletic Dept., Music Dept., etc.) and the outside vendor who directly participates in the on-site operation of the fundraiser.

RENTAL FEES

*** RENTAL FEES SHOWN BELOW ARE 1/2 THE REGULAR FEES**

BUILDING OPEN

Auditorium	\$50/hr.
\$62.50/hr.	
Gym	\$40/hr.
\$62.50/hr.	
Cafeteria	\$40/hr.
\$50/hr.	

BILDING CLOSED

Auditorium
Gym
Cafeteria

Classrooms \$17.50/hr.

Classrooms \$30/hr.

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DISCLAIMER: The PCSD reserves the right to deny any organization a permit to use a school district facility.

OVERTIME CHARGES

- | | | |
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| <p><u>Cleaners:</u></p> <p>OT: \$32.55/hr.</p> <p>\$20.26/hr.</p> <p>Minimum: 2 hours</p> <p>up time:</p> <p>In addition to minimum:</p> <p>2 hrs.</p> <p>1/2 hr. to open/1/2 hr. to close</p> <p>hrs. each</p> <p>hrs. each</p> | <p>Additional</p> <hr style="border: 0.5px solid black;"/> | <p><u>Custodians:</u></p> <p>OT:</p> <p>Clean-</p> <p>AUD:</p> <p>GYM: 2 cleaners @ 2</p> <p>CAFÉ: 2 cleaners @ 2</p> |
|--|--|---|

- RENTAL FEE INCLUDES ONE CUSTODIAN**
- FEES INCREASE BY 3% YEARLY BEGINNING 7/1/08**

R.C. 3313.75 - .79, 3501.29
P.L. 98-377

Adoption Date November 17, 1997
Revised 1/21/03
Revised 6/30/08

LENDING OF DISTRICT-OWNED EQUIPMENT

The Board has a substantial investment in equipment necessary for the proper operation of the District. Any use of the equipment other than its intended use must be in compliance with the Superintendents guidelines.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

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STAFF USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

Personal calls during work hours can interfere with employee productivity and be distracting to others, regardless of whether on a cellular, regular telephone or electronic communication device. Employees are expected to use discretion in using personal electronic communication devices (ECD) while at work. Employees are asked to make and receive personal electronic communications during breaks and lunch period.

Board employees may carry personal ECD's with them while on Board time and/or while operating Board equipment but are subject to the following restrictions:

Excessive use of a personal ECD for personal business during work hours is considered outside the employee's scope of employment.

Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using personal ECD's while operating such vehicle or equipment.

The Board assumes no liability for loss or damage to employees' personal (ECD's) carried in Board vehicles or left on Board property. Employees assume the risk of loss or damage to personal electronic communication devices carried by employees during working hours.

Adoption Date June 4, 2008

COMPUTER TECHNOLOGY AND NETWORKS

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent shall establish Administrative Guidelines not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an illegal or unethical manner.

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

TECHNOLOGY PRIVACY

The Board recognizes its staff members' right to privacy in their personal lives. The District has established this policy to inform staff members of the District's position with respect to staff-member privacy in the workplace and to protect the District's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the District. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business purposes. Personal messages via District-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the District's computer and voice mail systems are to be used primarily for business purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

This policy is necessary to ensure that District resources are used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine if the District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The Administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the District. Staff members shall not remove or communicate any such information in any form for their personal use or for the use of others. In addition, staff members may not copy software on any District computer and may not bring software from outside sources for use on District equipment without the prior approval of the Superintendent. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

Adopted as Amended January 21, 2003
Adoption Date November 17, 1997

ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK

The Parma City School District is pleased to make available to students 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 students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School'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 the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under eighteen (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 student who, if eighteen (18) or older, fails to sign and submit the Policy to the School as directed or, if under eighteen (18), does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access may be denied, if not already provided, or withdrawn and s/he 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/her property.

II. TERM OF THE PERMITTED USE

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

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for *only* 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.

b. Unacceptable uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. uses that violate, or encourage others to violate, the law or School District policy. 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 Student 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; alter system software without authorization; 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 student 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. Students and other 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.

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.
2. 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 or disability.
3. Don't assume that a sender of e-mail is giving his/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 or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (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 which the recipient can open.

IV. INTERNET SAFETY

a. **General Warning: Individual Responsibility of Parents and 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

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responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents or minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, s/he 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 eighteen (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. **“Hacking” and Other 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 Student Information.** Personally identifiable information concerning students 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 eighteen (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 software or other technologies designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor, to the extent practicable or technically possible, 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 which is inappropriate for minors. However, it is impossible for the School to restrict access to all offensive and controversial materials.

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 being conducted by students age seventeen (17) and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning 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;

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- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. 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 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 School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, may at a minimum have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student'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 s/he permits another to use his/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.

VII. 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. The School District is not responsible for the accuracy, quality, or completeness of any information available on the Internet. Furthermore, 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/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his/her use, and the user who is eighteen (18) or older or, in the case of a user under eighteen (18), the parent(s) or guardian(s) are agreeing to indemnify and hold harmless 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 board members, administrators, teachers, and staff against and from any and all losses, costs, claims or damages of whatever kind, 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 the School in the event of the School's initiating an investigation of a user's use of his/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.

VIII. 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

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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.

Legal References: Children's Internet Protection Act of 2000 (H.R.4577, P.L.106-554)
Communications Act of 1934, as amended (47 U.S.C.254[h],[l])
Elementary and Secondary Education Act of 1965, as amended
(20 U.S.C.6801 et seq., Part F)

Adopted as Amended January 21, 2003
Adoption Date: January 7, 2002

ACCEPTABLE USE AND INTERNET SAFETY POLICY

STUDENT'S AGREEMENT

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

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy of the Parma City School District. 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.

Student Name (Print Clearly)

Home Phone

Student Signature

Date

Address

City/Zip Code

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Agreement when I am under 18, I understand that when I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use and Internet Safety Policy.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

PARENT'S OR GUARDIAN'S AGREEMENT

Student's Name (Print Clearly)

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Parma City School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Agreement and agree to indemnify and hold harmless the School, the School District, the Data Acquisition Site that provides the opportunity to the School District for Computer network and Internet access, and all of their board members, administrators, teachers and staff against and from all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

Parent or Guardian name(s) (Print Clearly)

Home Phone

Parent or Guardian signature(s)

Date

Address

City/Zip Code

NETWORK PRIVACY AND ACCEPTABLE USE POLICY
FOR STAFF MEMBERS

It is the intention of the Parma Board of Education to protect the privacy of staff 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 and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District 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 which are unacceptable under any circumstances:

- A. The transmission of any language or images which are of a graphic sexual nature
- B. 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, sexual orientation, or disability
- C. The transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- D. Uses that constitute defamation (libel or slander)
- E. Uses that violate copyright laws
- F. 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)
- G. Any commercial or profit-making activities
- H. Any unauthorized alteration of system software
- I. Any fundraising activities, unless specifically authorized by an administrator
- J. Uses that encourage or promote any activity prohibited by law or School District policy

Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

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

Staff members shall report to the System Administrator or a School 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 Board of Education 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 District's computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District's systems will always remain private.

Adopted as Amended January 21, 2003
Adoption Date – January 7, 2002

NETWORK PRIVACY AND ACCEPTABLE USE POLICY
FOR STAFF MEMBERS

AGREEMENT

I have read the "Network Privacy and Acceptable Use Policy for Staff Members" relating to staff use of the computers, computer networks, and electronic messaging systems of the Parma City School District.

I would like to be given access to the School District's computer network and any electronic messaging systems.

I agree to comply with the "Network Privacy and Acceptable Use Policy for Staff Members" and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

Staff Member's Signature

Please Print Name

Date Above Signed: _____

OFFICE USE ONLY

Login Name: _____

Password: _____