

Responsible Use of Technology for Bethany School Faculty and Staff

General Information For Users of Technology

Bethany School is using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Bethany School has been provided with Internet connectivity through Hamilton/Clermont Cooperative Association (H/CCA). This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the school are strictly limited to educational purposes.

In keeping with the mission of Bethany School, Academic Excellence in a Christian Environment, the school will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

Agreement Form

In order to ensure the proper use of technological resources, it is necessary that each user and parent guardian annually sign the attached **Responsible Use of Technology Policy - User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

Bethany School must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Bethany School adheres to the Children's Internet Protection Act and the guidelines of our Internet Service Provider, H/CCA. The school has right of access to any electronic devices on school property.

All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

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School Responsibility

- The school shall provide access to technological resources, including Internet, for educational purposes only.
- The school shall also provide training for students and teachers in the appropriate use of technology.
- The school does not guarantee the accuracy of information gathered from school computers.
- The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

User Responsibility

- The user shall access the school's technological resources for educational purposes only.
- Each user is responsible for information that is sent and received under his/her personal and/or school Internet account.
- Passwords are to be guarded and not displayed nor shared with others.
- The user must strictly adhere to copyright laws.
- In addition, unethical and/or illegal uses of electronic devices will not be allowed.
- Unauthorized access, including hacking or use of another person's account, is strictly forbidden.
- The user agrees not to bypass the school firewall, nor to harm or alter school property.
- The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, which may cause mental, emotional, or physical distress to other members of the school community, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances.
- Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use.
- Also, any commercial use is strictly forbidden.

Disciplinary Action

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

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User Agreement

- I have read the terms and conditions of the **Responsible Use of Technology Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) _____ Position _____

User Signature _____ Date _____