

**Sandusky City Schools**  
**Computer Network / Online Services**  
**Student Rules for Computer, Network, Internet and Email Usage**

In order to provide for the most effective access to technology and to protect the rights of students and staff, the following rules have been defined. The computers, computer network and messaging systems of the District are intended for educational use only.

The use of District resources shall not be used in any way for personal financial gain, excessive personal use, or illegal activities. In addition, students are expected to use appropriate language at all times. If inappropriate communications are received it is the user's responsibility to report this activity to his/her instructor or principal.

1. Students shall not transmit visually or auditorily any abusive, defamatory, obscene, profane, sexually explicit, threatening, violent or illegal material. Examples include, but are not limited to:
  - 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, sexual orientation or political beliefs.
  - The transmission of messages or any other content which would be perceived to be harassing, bullying 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 computer viruses, worms, etc.)
2. In accordance with the school policy, the student is responsible for willful damage or vandalism to equipment. Vandalism can include but is not limited to:
  - Uploading/downloading any inappropriate material.
  - Creating computer viruses.
  - Any malicious attempt to harm or destroy equipment or materials or the data of any other user.
3. Students shall not send, forward or participate in chain letters or excessive use of email distribution.
4. All documents and communications created within or for school use are subject to review.
5. Electronic mail (e-mail) is a privilege and not guaranteed to be private. System administrators reserve the right to monitor system resources and user accounts while respecting the privacy of the user's account. Mail may be delayed, misdirected and/or not be deliverable. District administration may request access to electronic mail at any time.
6. The person in whose name a network account is issued is responsible for its proper use at all times. Examples of misuse include but are not limited to: sharing of accounts, mishandling passwords, failing to log off the network, failing to secure data.
  - Individual passwords must not be given to other students.
  - Students are not permitted to use a computer currently logged in by another user.
  - Students must maintain their folders and remove outdated information.
7. Students are to retrieve information only from staff directed locations. Students must have approval to retrieve information from a floppy disk, CD, Internet locations, or any other electronic media.
8. Students may develop web pages only as directed by staff to fulfill course or school related requirements.
9. Folders must not contain executable files (\*.exe), batch files (\*.bat), command files (\*.com), system files (\*.sys), zip/compressed files or network files.
10. Students must not change the standard configuration or settings of the computer unless directed by the instructor.
11. Students shall not leave a computer workstation without logging out.

