August, 2013

Dear Parent(s)/Guardian(s):

Please read the enclosed Cuyahoga Falls City School District Acceptable Use Policy for Students.
In order for your child to have access to the School’s technology, consent forms must be signed annually.
Please review with your child and sign initial the sections on the enclosed form to which you give your consent:

- General Acceptable Use for Technology
- Internet Tools Consent
- Media Authorization Consent

Please return the signed form to your student’s teacher or the main office of your student’s school by Friday, September 6, 2013, or your child will not be able to use the District’s technology resources.

Sincerely,

James Marras

James Marras
Coordinator of Information and Technology
Cuyahoga Falls City Schools
I, ___________________________ (print name), student at ________________________________ school, have read the Cuyahoga Falls City Schools Acceptable Use Policy for using technology (see attached forms).

I agree to abide by the policies of the Cuyahoga Falls Board of Education and the standards/expectation regarding my usage of the District’s network, resources and materials.

I understand that the District reserves the right to access, monitor, log, audit and review all computer/technology use at all times and without notice.

I understand that the use of District technology, networks and resources is for educational purposes only; that this use is a privilege that can be revoked or disabled at the discretion of the District.

(Student Signature) ___________________________________________ (date) _____________________

_________________________________
_________________________________
___________________________________________________________

Parent/Legal Guardian Agreement

As the parent or legal guardian of ____________________________________________ (student name):

- I have read the Cuyahoga Falls City Schools “Acceptable Use Policy for Technology” and agree to the terms of use for my student. ____________ (initial here)

- I have read the terms of the Cuyahoga Falls “Internet Tools” consent/release and give permission for my student to engage in the use of these tools as part of their learning process. ____________ (initial here)

- I have read the Cuyahoga Falls “Media Release form” and give my permission for the use of my student’s information, data and materials in accordance with the terms outlined. ____________ (initial here)

I have read and give my consent/permission to the items initialed above:

Parent/Legal Guardian signature: ________________________________ Date: ______________

*** Please fill out and sign one form for each child.***
Cuyahoga Falls City Schools

Acceptable Use Policy for Technology

Computer and technology resources are made available to students and teachers of the Cuyahoga Falls City School District.

The Cuyahoga Falls City School District takes precautions to maintain the privacy of student information and to restrict access to controversial materials, in accordance with both State and Federal law (the Children’s Internet Protection, the Family Educational Rights and Privacy Act, Ohio Revised Code 3319.321, etc.).

It should be noted that the Cuyahoga Falls City Schools firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. However, it is impossible to control all materials, an industrious network user may unintentionally, inadvertently discover controversial information.

It is further noted that the operation of the network and resources is for the benefit of all students, staff and other users, therefore this issue relies on the proper conduct of all who engage with these materials.

The regulations below are provided so that students and parents are aware of the efficient, ethical and legal responsibility of using District technologies, resources and Internet access.

Policy and regulations for the use of Technology in Cuyahoga Falls City Schools

♦ **Privileges** – The use of the computers, network materials and the Internet is a privilege not a right and inappropriate use will result in cancellation of these privileges and appropriate disciplinary measures.

♦ **Privacy** – Network storage areas may be treated like school lockers. Principals, Administrators or designated District staff may review any stored materials or communications, to both maintain system integrity and to insure that students are using the system responsibly.

♦ **Storage capacity** – Users are expected to remain within allocated disk space and delete material which takes up excessive storage space. **Student H drives will be emptied at the end of each school year** and students wanting to save any files should store them on USB flash drives at the end of the year.

♦ **Downloading or installing software** - Students are not permitted download or install any commercial software, shareware or free ware onto District owned technology without written permission from the Principal, I.T. Coordinator (or designee).

♦ **Copyrights and student materials** – Students may not send or receive copyrighted materials in violation of U.S. copyright law; nor may students copy other people’s work; login to other people’s accounts, or access other people’s files.

♦ **Inappropriate materials or language** – No profane, abusive or impolite language may be used to communicate nor may materials be accessed which are not in line with the rules of school behavior. (A good rule to follow is never view, send or access materials, which you would not want your teachers and parents to see.) Should students encounter such material by accident, they are expected report it to their teacher immediately. *Cuyahoga Falls City Schools reserves the right to determine what materials may violate these standards.*

♦ **Reliability** – Cuyahoga Falls City Schools specifically denies any responsibility for the accuracy, or quality of information obtained through the Internet.

♦ **Security** – Security of any computer system and student information is a high priority. If a student can identify a security problem, the teacher should be notified immediately. (Do not demonstrate the problem to other users.) Any user identified as a security risk or intentionally attempting harm to the network may be denied access by the Cuyahoga Falls City Schools.

♦ **Vandalism** – Vandalism, disruption of the educational process, cyberbullying or harassment will result in the cancellation of privileges. Vandalism includes, but is not limited to, any attempt to harm or destroy hardware, data of another user, the Internet or the network that is connected to the Cuyahoga Falls City Schools. This includes the uploading or creation of computer viruses, malware, spyware, etc. *Harassment is the persistent annoyance of another user, or the interference of another user’s work. Note: Restitution for damages will be assessed at the current replacement value of the resources damaged.*
In accordance with the Ohio Department of Education’s Academic Technology Standards and the Common Core Digital Literacy standards, Cuyahoga Falls students will be using Internet/Web based tools to develop their technology, research, and writing skills. In the process of doing so, students may be using these Web tools to post their writings to the Internet.

Examples of these tools include, but are not limited to:

**E-mail/Gmail** -- a system for sending messages from one computer to another.

**A Weblog** or blogging -- is a special type of Web page that publishes a student’s thought or observations to a larger group; this can be created and easily updated using a Web browser. Each new entry has its own date stamp.

**A Wiki** is a collaborative Web space where anyone can add content and anyone can edit content that has already been published.

**Social Bookmarking**: Bookmarking sites allow users to save the Web addresses of interesting content. They also allow readers to save and archive entire pages, thus producing a form of searchable, “personal Internet.” In addition, social bookmarking sites like Furl.net and del.icio.us allow teachers and students to build subject specific resource lists that they can easily share when using Really Simple Syndication (RSS), which is an electronic subscription service. This in turn creates a community of information gatherers who extend the reach of any one person.

**Online Photo Galleries**: Publishing digital photos to the Web allows students to become a part of a community of photographers sharing ideas and experiences. And, it means adding another dimension to what students and teachers can do with digital images in the classroom.

**Podcasting**: Podcasting is a way to produce, edit and distribute audio and video programming over the Web that differs from earlier online audio and video publishing because the material is downloaded to the user’s computer and can be consumed at any time, usually on an iPod or another kind of portable MP3 player.

**Social Interaction Sites**:
- The District provides an interactive on-line site for teacher/student interaction called [Google Apps – Google Drive](#).
- Student progress is documented using a program called [Progressbook](#).
- Often teachers find additional resources on-line that help student to better understand the concepts being taught. These may include sites such as [Voicethread](#), [Edmodo](#), [Moodle](#), etc. where ideas can be shared between the staff and students, as well as student peer to peer collaboration.

Inclusive of the use of all of these tools above, Cuyahoga Falls City Schools (in cooperation with local law enforcement) provides a presentation annually to all staff and students on Internet Safety and Security that helps students to understand the issues that could occur on-line and provides ways to help students protect themselves from cyber-bullying, identity theft, etc.

**Students using these online tools will be taught to act safely and are expected to use those skills to protect both their own privacy and the ownership of their materials. Students are expected not to post or give out family name, password, username, e-mail address, home address, social security number, credit card number, or other information that could help compromise their identity or that of their family or any other individual.**

**ALL Internet/Web based tools will be monitored at all times by a certified classroom teacher. Failure to abide by the conditions for use as directed by that teacher or violation of the Cuyahoga Falls City School District’s Technology Resources Acceptable Use Policy may lead to removal from access to the tool(s), removal or disabling of the posted materials, and/or disciplinary action.**
Examples:

1. Students using any online tools agree not to share their username or password with anyone besides their teachers and parents. Students will never log in as another student, either at school or at home or any “out of school” location.

2. Students using online tools like blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for a blog or e-mail.

3. Student online tools are to be a forum for student expression. However, they are first and foremost a tool for learning, and as such will sometimes be constrained by various requirements and rules of the classroom teacher.

4. Students’ e-mails and blogs are to be a vehicle for sharing student writing and other educational information with real audiences. Any student who receives a comment that makes him/her feel uncomfortable or that is not respectful must tell his/her teacher immediately. (Do not respond to the comment.)

5. Students using online tools are not allowed to download or install any software without prior permission, including clicking on ads, competitions, surveys, upgrades or other links that request an installation of materials.

6. Students who do not abide by these terms and conditions will lose their opportunity to take part in this project.
Cuyahoga Falls City Schools
MEDIA AUTHORIZATION CONSENT

I hereby authorize the Cuyahoga Falls City School District (the “District”) to publish and use, and to license others to publish and use, in original or edited form, in connection with school programs and activities my child’s photograph, name, likeness, and voice and all work created or produced by my child in:

- **newspapers** (e.g., The Akron Beacon Journal, The Plain Dealer, The Falls News, etc.),
- **magazines** (e.g., School Arts Magazine, Akron Life Magazine, etc),
- **broadcast/video media** (e.g., programming on Time Warner’s public access channel, Cuyahoga Falls S.D.created podcasts and video streams)
- **District and District-related web pages** including all associated staff/department-based web pages and web sites such as the *CFHS Yearbook* and the CFHS Alumni Foundation.

I understand that the copyright of work created or produced by my child, such as written work, art, photography, video, or sound recording, *will remain my child’s property*. I further understand that any publication of my child’s work will include credit to my child for creating or producing the work.

I acknowledge and agree that my child will *not* be compensated for any publication or use of my child’s photograph, name, likeness, voice or work by the District as described in this form. (For privacy reasons, the District may choose to use my child’s initials rather than my child’s name to identify my child in connection with any such publication or use.)

Should I choose to modify or revoke this authorization, I will contact my child’s building Principal *in writing*.

*Public performances (sporting events, theatrical performances, music/orchestra/choir performances, award events, etc.) are “public” in nature and therefore participants should have NO EXPECTATION OF PRIVACY.*