



Bellefontaine City Schools
Staff Acceptable Use Policy
&
Copyright Notification
2021/2022

Bellefontaine City Schools Staff Acceptable Use Policy

Bellefontaine City Schools (“BCS”) provides its staff members access to appropriate usage of telephones, fax machines, computers and laptops, personal digital assistant devices (PDAs), e-mail, and the Internet (“electronic network”) as deemed reasonable for the staff members’ job duties. All staff members must take responsibility for appropriate and lawful use of this access.

1. PERSONAL RESPONSIBILITY:

By accepting the account password and other information and accessing the electronic network the staff member agrees not only to follow the rules set forth in this policy, but also agrees to report any noted misuse of the electronic network to the Technology Coordinator. “Misuse” means any violation of this policy, or any other use not included in this policy, that may harm any individual or any individual’s property. Staff assigned BCS-owned equipment to be taken home (laptops, PDAs, etc.) agree to accept personal responsibility for the care and safety of said equipment.

2. PURPOSE AND USE:

Staff members are provided access to the electronic network for business and professional use. Although incidental personal use is permitted, such use is subject to all aspects of this regulation including the monitoring and access provisions. Personal use, however, should not be allowed to (1) impede the staff member’s ability or the ability of others to get work done; or (2) adversely impact access to or the use of the system by others for business purposes. BCS shall be reimbursed by the staff member for all costs incurred by BCS as a result of personal use of any BCS-owned equipment or the electronic network.

3. GENERAL UNACCEPTABLE BEHAVIOR:

Staff members are prohibited from engaging in any of the following activities while using any BCS owned equipment or the electronic network.

- a. Sharing or revealing private login information with or to other staff members or students.
- b. Everyone with access to the electronic network has their own private login. At no time shall a staff member allow anyone (including substitutes, visitors, and students) to use a computer while that staff member is logged in.
- c. Posting information that, if acted upon, could cause damage or danger of disruption.
- d. Revealing confidential information without proper authorization.
- e. Engaging in personal attacks, including prejudicial or discriminatory attacks.
- f. Engaging in threats to any person or entity.
- g. Harassment or cyber-bullying, defined as persistently acting in a manner that causes distress or annoys another person. This activity also includes, but is not limited to, knowingly or recklessly posting or communicating false or defamatory information about a person or entity.
- h. The use of criminal language or imagery, or language or imagery related to committing a crime, such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang or violence-related activities, threats to an individual, etc.
- i. No electronic communication using school-owned equipment should contain profanity or vulgarities, or language that is suggestive or sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive.

- j. Saving, accessing, or displaying electronic files on the electronic network, or any BCS owned equipment which contain language or imagery that is profane or vulgar, suggestive, sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive (unless part of a classroom lesson).
- k. Abuse of network resources such as sending chain letters or "spamming".
- l. Attempting to access or "hack" into prohibited areas of the electronic network, including student information systems, business systems, or any other areas of the electronic network that the staff member had not been granted permission to access.
- m. Knowingly spreading a computer virus.
- n. Use of any aspect of the electronic network or any BCS-owned equipment to acquire, download, run, install, or store illegally acquired files, including, but not limited to, music, video, and video game files.
- o. Use of any aspect of the electronic network or any BCS –owned equipment to acquire, download, run, install, or store software of any type that is used to illegally share files or access prohibited areas of the school's electronic network. This activity is illegal.
- p. Installing purchased software on any BCS-owned equipment or the electronic network that is not owned by BCS without the express written permission of the Technology Coordinator.
- q. Other uses or activities that violate the law, these regulations, or encourage others to violate the law or these regulations.
- r. Attempting to repair district technology, or any action that voids manufacturer warranty.

4. PROPER USE OF E-MAIL ACCOUNT:

Depending on the content of an email message, it may be a public record that needs to be maintained by the District in accordance with the Board of Education’s Records Retention Policy and made available for inspection and/or copying upon request by a member of the public. The following procedures are established so that the District’s e-mail and Internet capabilities are not compromised, and e-mail messages are maintained in accordance with Ohio law. As a general rule, do not put anything in an e-mail that you would not put on School District letterhead.

A. Types of E-Mail Prohibited

- a. Use of the District E-mail System to sell anything not related to BCS fundraising.
- b. Use of the District E-mail System to solicit for personal gain, such as announcements about catalog or home parties, garage sales, auctions, etc.
- c. Use of the District E-mail System for political campaigning or advertising, or for any other use of a political nature.
- d. Excessive sending or forwarding of jokes, pictures, or similar fun forwards not of a business nature.
- e. Any e-mail encompassing any of the restrictions as set forth in Section 3 above.

B. Email Archival

- a. All e-mail messages sent through the BCS electronic network are archived for a period of time, ranging from short-term to permanent, in accordance with the Ohio Revised Code and the Board of Education’s Record Retention Policy.
- b. As a general rule, staff should consider all e-mail sent through the BCS electronic network to be public record.

5. PRIVACY:

- 6. Access to the electronic network is provided as a tool for business purposes. BCS reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the system and any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with usage of the electronic network or BCS-owned equipment. All such information, content, or files shall be and remain the property of BCS and staff

members should not have any expectation of privacy regarding those materials. The technology coordinator may review files and intercept communications for any reason, for purposes of maintaining system integrity and ensuring the users are using the system consistent with applicable policies and regulations.

7. Bellefontaine City Schools and/or its instructors may maintain one or more Facebook, Twitter, blog or similar Internet pages for educational and marketing purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the Bellefontaine City Schools. Bellefontaine City Schools is not responsible for revealing the identity, profile or personal information of the user, including minor students, by third parties. It is the express responsibility of the user, or his/her parent or guardian, to protect the user's identity, profile and personal information.

A. PLAGIARISM AND COPYRIGHT INFRINGEMENT:

Staff shall not, and shall not knowingly allow students to plagiarize works found on the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as your own. Files downloaded from the Internet may be considered copyrighted material and may be illegal to download. Music, movies, games, and other programs that are shared on Peer-to-Peer networks (Kazaa, LimeWire, BearShare, FrostWire, BitTorrent, etc.) should be considered illegal, and should not be downloaded. Having these programs (or other programs with a similar purpose) installed on any BCS-owned equipment is a direct violation of this policy in accordance with section (3)(o) above. Fair Use doctrine allows for limited use of copyrighted material for instructional purposes, but excludes use of copyrighted material for projects where the student or district stands to benefit financially. Staff shall not knowingly permit students to violate the Fair Use or Copyright laws. District policies on copyright will govern the use of material accessed and used through the BCS electronic network.

B. FAILURE TO FOLLOW REGULATION:

Use of the electronic network and BCS-owned equipment is a privilege, not a right. Violation of the policies contained herein may result in loss of privileges to the electronic network and BCS-owned equipment, and may be subject to further discipline up to and including termination of employment.

C. WARRANTIES AND INDEMNIFICATION:

The District makes no warranties of any kind, either, express or implied, in connection with its provision of access to or use of its systems. It shall not be responsible for any claims, losses damages, or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any user arising out of the user's use of, or inability to use, the systems. By using the systems, the staff member is taking full responsibility for the use, and agrees to indemnify and hold harmless the District, its Board members, administrators, and staff, keep cost, claims, or damages (including attorneys' fees) resulting from access to and use of the systems through that staff member's account, whether that use is on a computer or on another's computer outside the network. The Superintendent is responsible for determining what constitutes unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the District's Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to Board Policy.

D. INTELLECTUAL PROPERTY

6. The District will retain any intellectual property that a staff member develops during their employment at Bellefontaine City Schools.
7. Intellectual property includes but is not limited to any courses, coursework, curricula, assignments, media, assessments, quizzes, or any other material that was developed, created or attained while employed with the District. This includes both digital and hard copy materials.
8. If an employee leaves the District, they must surrender any and all materials related to any and all courses they were responsible for while under contract with the District. The District will allow the

employee to make copies of the above mentioned materials for their records and use, provided there is no student personally identifiable information in the materials.

E. USE AND CARE OF EQUIPMENT

1. A District owned device will be assigned to each staff member, if a device is deemed necessary for the staff member to perform their duties. This device will remain the property of the District at all times and is to only be used for work related tasks.
2. If a staff member chooses to perform work related tasks after hours, there should be no expectation of compensation to the employee by the district.
3. It is the responsibility of the staff member to care for the device. If a device is destroyed or deemed not repairable due to abuse and or neglect, the replacement cost of the device may be assessed to the staff member who the device is assigned to.
4. If the device is stolen while in possession of the staff member, they must report the theft to the appropriate authority within 48 hours of the occurrence. Failure to do so will be considered neglect.
5. Staff will be required return the device at the request of the technology department for the purpose of maintenance, repairs, and inventory audits as needed.
6. Staff will be required to return the device assigned to them on the last teacher workday of the school year, unless they have submitted an approved staff loaner agreement form to the technology department.
7. If a staff member elects to retain the device during the summer period, the device will need to be returned by the indicated date on the loaner agreement form.
8. If a staff member leaves for purposes of, but not limited to employment elsewhere, retirement, termination, or non-renewal and has a school issued device, they will be required to return it to the district.
9. At no time is the equipment to be used for personal gain including but not limited to, running a personal business, promoting a personal business in which you are directly or indirectly involved in, using it for collateral, promoting, or performing any illegal activity, acts of terrorism either foreign or domestic. The equipment may not be used for, or during any religious ceremonies or practices.
10. Staff are not permitted to decorate and or personalize the laptop, including but not limited to: stickers, clings, painting, coloring of keys, tape, whiteout, etc. If staff members wish to skin their laptop they can, but the skin must not leave any adhesive residue on the device once it is removed. Staff may also use protective shells to protect their laptop as long as it doesn't modify or damage the device.

F. SUBSTITUTE EMPLOYEES

1. Substitute employees are required to agree to and sign the Staff Acceptable Use Policy and will be bound to it the same as full time District employees.
2. Substitute employees may be assigned a device depending on the length of the position which they are assigned. If a substitute is considered a short term daily substitute a device may be available to them and will need to be picked up and returned daily. The location of the devices will be determined by each building.
3. Substitutes may be given a District email account. If a substitute is not given a unique District email address, they may be given a generic address for the purposes of sending and or receiving building and or district communication. If using the generic account, this is not a private account and can be used and viewed by any individual with the login information and therefore should not be considered private or for personal use.

G. STUDENT DATA

1. Staff members that have access to data that is not considered directory information must take all precautions in protecting a student's personal information. This includes but is not limited to

student grades, medical records (HIPPA information), free and reduced lunch status, social security numbers, etc. For a complete list follow this link

<https://studentprivacy.ed.gov/content/personally-identifiable-information-education-records>

2. If a device in your possession is lost and or stolen, and it contains or has access to student information the staff member MUST report it to the technology department immediately so the technology department can take appropriate actions.
 - i. Including but not limited to requiring the user to change her/her password, Disabling the user account,
 - ii. Disabling access to online gradebooks,
 - iii. Online learning environments,
 - iv. Any other accounts deemed necessary to secure the student data.
3. Any electronic files that may contain student personally identifiable information (PII) should not be stored or accessed on personal devices, I.E. laptops, home computers, cell phones, thumb drives, etc. as personal device security cannot be guaranteed.

H. USE of PERSONAL COMMUNICATION DEVICES (7530.02)

1. Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from Personal Communication Device or PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.
2. Cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 - Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 - Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold
3. At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her PCD before the Board will issue any final compensation that is owed to the employee.
4. Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.
5. If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have

- application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.
6. The Board prohibits employees from maintaining the following types of student records and/or information on their PCDs
 - a. Social security numbers
 - b. Driver's license numbers
 - c. Credit and debit card information
 - d. Financial account numbers
 - e. Student personally identifiable information
 - f. Information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
 - g. Personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)
 7. Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.
 8. PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

I. 7540.04 - STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on Instructional Materials.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that may enhance their learning and the education process. Further, the Education Technology provides students and staff with the

opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The term ‘harmful to minors’ is defined by the Communications Act of 1934 (47 U.S.C. Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. 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;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator may be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Technology Director may also disable the technology protection measures to enable access for bona fide research or other lawful purposes. Staff members may participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students’ online activities while at school.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will

provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.

With prior approval from the Superintendent or designee, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that may be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology personally responsible and liable, both civilly and criminally, for uses of the Educational Technology not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the District's Education Technology.

J. Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the district's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Revised 4/25/11

Revised 3/19/12

COPYRIGHT RULES:

WHAT IS THE DIFFERENCE BETWEEN THE GUIDELINES AND GENERAL FAIR USE PRINCIPLES?

The educational guidelines are similar to a treaty that has been adopted by copyright owners and academics. Under this arrangement, copyright owners will permit uses that are outlined in the guidelines. In other fair use situations, the only way to prove that a use is permitted is to submit the matter to court or arbitration. In other words, in order to avoid lawsuits, the various parties have agreed on what is permissible for educational uses, codified in these guidelines.

WHAT IS AN “EDUCATIONAL USE”?

The educational fair use guidelines apply to material used in educational institutions and for educational purposes. Examples of “educational institutions” include K-12 schools, colleges, and universities. Libraries, museums, hospitals, and other nonprofit institutions also are considered educational institutions under most educational fair use guidelines when they engage in nonprofit instructional, research, or scholarly activities for educational purposes.

- A. “Educational purposes” are:
 - 1. noncommercial instruction or curriculum-based teaching by educators to students at nonprofit educational institutions
 - 2. planned noncommercial study or investigation directed toward making a contribution to a field of knowledge, or
 - 3. presentation of research findings at noncommercial peer conferences, workshops, or seminars.
- B. Rules for Reproducing Text Materials for Use in Class
 - 1. The guidelines permit a teacher to make one copy of any of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay, or short poem; a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
 - 2. Teachers may photocopy articles to hand out in class, but the guidelines impose restrictions. Classroom copying cannot be used to replace texts or workbooks used in the classroom. Pupils cannot be charged more than the actual cost of photocopying. The number of copies cannot exceed more than one copy per pupil. And a notice of copyright must be affixed to each copy.
- C. Examples of what can be copied and distributed in class include:
 - 1. a complete poem if less than 250 words or an excerpt of not more than 250 words from a longer poem
 - 2. a complete article, story, or essay if less than 2,500 words or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less; or
 - 3. one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
 - 4. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume (for example, a magazine or newspaper) during one class term. As a general rule, a teacher has more freedom to copy from newspapers or other periodicals if the copying is related to current events.
 - 5. The idea to make the copies must come from the teacher, not from school administrators or other higher authority. Only nine instances of such copying for one course during one school term are permitted. In addition, the idea to make copies and their actual classroom use must be so close together in time that it would be unreasonable to expect a timely reply to a permission request. For example, the instructor finds a newsweekly article on capital punishment two days before presenting a lecture on the subject.
 - 6. Teachers may not photocopy workbooks, texts, standardized tests, or other materials that were created for educational use. The guidelines were not intended to allow teachers to usurp the profits of educational publishers. In other words, educational publishers do not consider it a fair use if the

copying provides replacements or substitutes for the purchase of books, reprints, periodicals, tests, workbooks, anthologies, compilations, or collective works.

D. Rules for Reproducing Music

1. A music instructor can make copies of excerpts of sheet music or other printed works, provided that the excerpts do not constitute a “performable unit,” such as a whole song, section, movement, or aria. In no case can more than 10% of the whole work be copied and the number of copies may not exceed one copy per pupil. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics altered (or added to).
2. A student may make a single recording of a performance of copyrighted music for evaluation or rehearsal purposes, and the educational institution or individual teacher may keep a copy. In addition, a single copy of a sound recording owned by an educational institution or an individual teacher (such as a tape, disc, or cassette) of copyrighted music may be made for the purpose of constructing aural exercises or examinations, and the educational institution or individual teacher can keep a copy.

E. Instructors may not:

1. copy sheet music or recorded music for the purpose of creating anthologies or compilations used in class
2. copy from works intended to be “consumable” in the course of study or teaching such as workbooks, exercises, standardized tests and answer sheets, and like material
3. copy sheet music or recorded music for the purpose of performance, except for emergency copying to replace purchased copies which are not available for an imminent performance (provided purchased replacement copies are substituted in due course); or
4. copy any materials without including the copyright notice which appears on the printed copy.
5. If copyrighted sheet music is out of print (not available for sale), an educator can request permission to reproduce it from the music publisher. Information about contacting music publishers is provided in Chapter 5. A library that wants to reproduce out-of-print sheet music can use a system established by the Music Publishers Association by downloading and completing a form called the “Library Requisition for Out-of-Print Copyrighted Music” from the Association’s website at www.mpa.org/sites/mpa.org/files/library%20requisition.pdf.

F. Rules for Recording and Showing Television Programs

1. Nonprofit educational institutions can record television programs transmitted by network television and cable stations. The institution can keep the tape for 45 days, but can only use it for instructional purposes during the first ten of the 45 days. After the first ten days, the video recording can only be used for teacher evaluation purposes, to determine whether or not to include the broadcast program in the teaching curriculum. If the teacher wants to keep it within the curriculum, he or she must obtain permission from the copyright owner. The recording may be played once by each individual teacher in the course of related teaching activities in classrooms and similar places devoted to instruction (including formalized home instruction). The recorded program can be repeated once if necessary, although there are no standards for determining what is and is not necessary. After 45 days, the recording must be erased or destroyed.
2. A video recording of a broadcast can be made only at the request of and only used by individual teachers. A television show may not be regularly recorded in anticipation of requests—for example, a teacher cannot make a standing request to record each episode of a PBS series. Only enough copies may be reproduced from each recording to meet the needs of teachers, and the recordings may not be combined to create teaching compilations. All copies of a recording must include the copyright notice on the broadcast program as recorded and (as mentioned above) must be erased or destroyed after 45 days.

Source: https://fairuse.stanford.edu/overview/academic-and-educational-permissions/non-coursepack/#what_is_an_educational_use8221

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School Year 2021/2022

Bellefontaine City Schools

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, staff members must sign and return this form.

Use of the Internet is a privilege, not a right. The District's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use may result in a cancellation of this privilege.

The District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The District also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or his/her designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the District's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The District reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the District's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a web site hosted on the District's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the District without further compensation.

Please complete the following information:

Staff Member's Full Name (please print): _____

I have read and agree to abide by the Staff Network and Internet Acceptable Use and Safety Policy, Guidelines, and copyright rules. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the District's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Member's Signature: _____ Date: _____

The Superintendent or designee is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the District's Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to Board Policy.

_____ Please send me a copy of the signature page for my records.

Please sign and return this page to the Tech department

Request for Use of Bellefontaine City School District Equipment Form

Staff Member Name (Please Print): _____

Equipment to requested: _____

BCS Tag number: _____

Date of expected use: _____

Date of expected return: _____

I understand that I am fully responsible for any damage or loss to this equipment during this period and that I am responsible for its safe return at the end of this period. If the equipment is lost, damaged, or stolen while in my possession I am responsible to either repair or replace it at my expense.

Bellefontaine City School District reserves the right to request the return of the equipment at any time necessary.

In consideration of the free use of property of Bellefontaine City School District, I hereby release the Bellefontaine City School District and all of its employees, officers, and agents, past and present, from any and all claims for injury which may result from my use of such property. I also agree to indemnify and hold harmless (reimburse) Bellefontaine City School District and all of its employees, officers, and agents, past and present, for any claims made against them by third parties arising from or connected with my use of property owned by the Bellefontaine City School District.

Staff Signature: _____

Date: _____

Technology Director Signature: _____

If requesting the use of your staff laptop it MUST be returned by this date: _____

(Only needed for Technology items)

Date: _____

Superintendent or designee Signature: _____

Date: _____

_____ Please send me a copy of the signature page for my records.

Please sign and return this page to the Tech department