Rock Hill Local School District Acceptable Use Policy and Agreement

Internet access is now available to students and staff in the Rock Hill Local School District. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing Internet access to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world comes the availability of material that may not be considered educational value in the context of the school setting. Rock Hill Local School District along with South Central Ohio Computer Association (SCOCA) have taken precautions to restrict access to questionable materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. Nevertheless, we believe that valuable information and interaction accessible on the Internet far outweighs the possibility that users may access inappropriate material.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. In general, these guidelines address efficient, ethical, and legal utilization of the network resources. If a Rock Hill Local School District user violates any of these provisions, his or her access can be terminated and future access could possibly be denied.

I. **Privileges –** The use of the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The Rock Hill Superintendent or his designee will act as the system administrator. The system administrator will deem what is inappropriate use and his/her decision is final. The administration, faculty, and staff at Rock Hill may also request the system administrator deny, revoke, or suspend specific user access.

II. **Acceptable Use –** The use of the Internet must be in support of education and research and consistent with the objectives set forth by Rock Hill Local School District. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but not limited to copyrighted material, threatening or obscene material or material protected by a trade secret.

III. **Security –** Security on any computer system is a high priority, especially when the system involves many users. If users feel that they can identify a security problem on the Internet, the system administrator, technology coordinator, or staff member must be contacted. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

IV. **Network Etiquette –** Students and staff are expected to abide by the general accepted rules of network etiquette. These include (but are not limited to) the following:

   a) Be polite, use appropriate language, and at no time send abusive messages to others.
   b) b) Illegal activities are strictly forbidden
   c) c) Do not reveal personal addresses, phone numbers, or photos of students or family members.
   d) d) E-mail is not guaranteed to be private. People who operate the system do have access to all E-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   e) e) Do not use the network in such a way that the use of the network by other users would be disrupted.
   f) f) Assume that all communications and information accessible via the network is private property.

V. **Vandalism –** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but not limited to, the uploading or creation of computer viruses.

VI. **Rock Hill Local School District Student Access –** To be able to use the Internet, students must apply for Internet Access, this can be done by completing a student Internet Access Form, which is available in the main office.

VII. **Safety –** In accordance with state and federal regulations- The Rock Hill Local School District will provide training on various levels of internet safety to include cyber bullying and network etiquette. This training will be provided at each building and include the following grade levels: Second, Fifth, Seventh, Ninth, and Eleventh.

VIII. **Cybersecurity and Data Protection (Ohio HB 96 Compliance)**

In accordance with **Ohio House Bill 96 (ORC §9.64)**, Rock Hill Local School District shall establish, maintain, and comply with a formal cybersecurity program designed to safeguard the confidentiality, integrity, and availability of the district's information systems and data. This program shall be subject to review and audit and will align with industry-recognized cybersecurity standards and best practices.

A. Governance and Cybersecurity Program

The district shall maintain a **board-approved cybersecurity program** that includes administrative, technical, and physical safeguards. The program will:

- Align with a recognized cybersecurity framework such as the **NIST Cybersecurity Framework (CSF)** or **Center for Internet Security (CIS) Controls**
- Be reviewed periodically and updated to address evolving threats and compliance requirements
- Define roles and responsibilities for cybersecurity oversight, including designated personnel

B. Risk Assessment and Internal Controls

The district shall implement and document **risk management practices and internal controls** to protect systems and data. These shall include:

- Regular risk assessments to identify vulnerabilities and threats
- Implementation of safeguards to mitigate identified risks
- Role-based access controls to limit access to authorized users
- Secure system configuration, patch management, and maintenance procedures
- Data backup and recovery processes to ensure continuity of operations

Documentation of these controls shall be maintained for audit and compliance purposes.

C. User Responsibilities and Acceptable Security Practices

All users (students, staff, and authorized individuals) are required to support District cybersecurity efforts by:

- Protecting usernames, passwords, and authentication credentials
- Using only District-approved systems, devices, and applications
- Refraining from attempting to bypass security controls or access unauthorized systems
- Promptly reporting phishing attempts, suspected vulnerabilities, or unusual activity

Failure to comply may result in disciplinary action and/or loss of access privileges.

D. Security Awareness Training

The district shall provide **cybersecurity awareness training** appropriate to user roles. Training shall:

- Be conducted regularly for staff and, where appropriate, students
- Include topics such as phishing awareness, password security, data protection, and safe technology use

- Include periodic testing or simulations (e.g., phishing assessments)

Completion of required training may be tracked and documented for audit purposes.

E. Incident Response and Reporting

The district shall maintain a **documented incident response plan** for cybersecurity events. A cybersecurity incident includes any event that jeopardizes the confidentiality, integrity, or availability of systems or data.

All users must immediately report suspected or confirmed incidents to appropriate District personnel.

The district will:

- Investigate and respond to incidents in a timely manner
- Take action to contain, mitigate, and remediate threats
- Maintain documentation of incidents and response activities

In accordance with state requirements, the district shall report qualifying cybersecurity incidents to appropriate state authorities, including the **Ohio Department of Public Safety**, within required timelines.

F. Ransomware and Significant Cyber Events

In the event of a ransomware attack or significant cybersecurity incident:

- The district shall follow established response and recovery procedures
- Decisions regarding ransom payments shall comply with Ohio law and require appropriate authorization, including Board approval when applicable
- Documentation of the incident and response shall be maintained for audit and reporting purposes

G. Compliance, Monitoring, and Enforcement

The district shall monitor compliance with this policy and related procedures. This includes:

- Periodic review of system activity and access logs
- Evaluation of cybersecurity control effectiveness
- Implementation of corrective actions where deficiencies are identified

Violations of this section may result in:

- Suspension or revocation of system access
- Disciplinary action in accordance with District policy
- Referral to law enforcement when appropriate

Rock Hill Local School District makes no guarantees of any kind, whether expressed or implied, for the service it provides. Rock Hill Local School District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions. Use of any information obtained via the Internet is at the user's own risk. Rock Hill Local School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Rock Hill Local School Districts computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

_____ _____ _____

Student Name (print clearly) Student Signature Date

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 years of age _____
If I am signing this policy under 18 years of age, I understand that when I turn 18, this Policy and Agreement will continue to be in full force and effect and agree to abide by this Policy and Agreement.

Parent or Guardian Agreement *(to be read and signed by parents or guardians of students who are under 18 years of age*). As the parent or legal guardian of this student, I have read understand and agree that my child or ward shall comply with the terms of the Rock Hill Local School District's Acceptable Use Policy and Agreement for the students' 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 or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the School District, and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against 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 foregoing Policy and Agreement. 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.

_____ _____

Signature of Parent or Guardian Phone

PARENTAL AUTHORIZATION AND RELEASE FORM TO DISPLAY STUDENT WORK

Student Name_____

Present Grade_____

The Rock Hill School District has requested authorization from parent/guardian(s) of students to display the product of the student's school related academic, athletic, musical, and / or art work product in public places, included but not limited to, school buildings and functions, public places in the communities, school, local, state and national publications, and on the web pages produced and operated by Rock Hill School District. Upon consideration of the request of the school district:

_____ I / WE DO _____ I / WE DO NOT authorize Rock Hill School District to display the product of the student's school related academic, athletic, musical, and / or art work product in public places, included but not limited to, school buildings and functions, public places in the communities, school, local, state, and national publications, and on the web pages produced and operated by Rock Hill School District. We further waive any claims regarding copyright to the student's school related academic, athletic, musical and / or art product, and hereby release Rock Hill School District, the Board of Education, and all employees, agents, and representatives of the school district from any liability concerning the posting of the student's work on the school's web pages. Parent / Guardian

Signature_____

Date_____