

## A. Mission Statement

The computer network environment supported by the Hamilton/Clermont Cooperative Association is designed to enhance the learning and teaching of the participating public districts, non-public schools and Boards of Education located in the Greater Cincinnati area. The term "network" in this document refers to a number of computers and other electronic tools that are connected to each other for the purpose of communication and data sharing. HCCA is a State Department of Education Network and use of the network is provided to allow access to the Internet and other network connections as powerful educational resources for administrators, educators and students.

## B. Purpose of the Internet

The Internet (a global network made up of many smaller contributing networks) and its services are intended to support open research and education in and among US research and instructional institutions, plus research arms of for-profit firms when engaged in open scholarly personal business, s not applicable.

## C. Purpose of the HCCA Network

The purpose of the HCCA Network is to facilitate communications and collaboration between members of the HCCA community. Network use is primarily intended for the support of project work conducted for the participating members which students and teachers determine to be of educational value. The HCCA Network has limited resources, and HCCA classrooms have limited time available for network-supported teaching and learning activities. Any use of the network which adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in the loss of network privileges.

HCCA retains the right to monitor network activity and review any material stored in files generally accessible to others. HCCA may edit or remove any material violating standards and/or policies. HCCA and/or the district may terminate network accounts of any person for noncompliance.

HCCA does not warrant that Internet systems and network functions to be error free or uninterrupted. HCCA reserves the right to recover any costs incurred from damages to HCCA systems or network from virus or other Internet-related issues.

## D. Services Available on the HCCA Network

HCCA consists of a variety of computing equipment, software and network connections. This section describes the primary tools and services approved for use in the HCCA network. Other tools may be used but may not be supported by the system administrators:

### 1. General-Use Internet Tools

These include, but are not limited to, the following:

#### a) Internet Access

Internet Service is routed access to the Open Internet.

#### b) Electronic Mail

E-mail is mail that is delivered electronically. E-mail correspondence is considered private.

#### c) Listservs

A listserv is a means to broadcast an e-mail message to many users for the purpose of maintaining a discussion list. Although listserv messages are transmitted via e-mail, correspondence is public, so extra care should be used when participating.

#### d) File Transfer Protocol

File transfer Protocol is a means of moving files between to computers over the internet.

#### e) Email Archiving

Email archiving preserves all email messages sent and received. Messages can be retrieved by designated District Administrators and provided to end users and/or public record requests.

#### f) Remote access

Remote access to the HCCA computer network, or the Internet, or district networks will be the responsibility of districts. Upon request from district administration, HCCA will provide secure VPN access.

### E. Who is a member of the HCCA community?

#### 1. Technical Coordinators

Technical Coordinators will automatically be granted limited privileges. Coordinators will be authorized as trainers as specified for access to various internet tools and are also subject to agreement to the terms stated in HCCA policy.

#### 2. Teachers

Teachers of HCCA institutions may hold accounts on the HCCA Network. Other teachers, within the geographic area may apply for accounts.

#### 3. Students

#### 4. Mentors

Mentors who wish to collaborate on student projects may be granted HCCA Network accounts. The exact nature of the account (i.e., which services are available) will depend on the individual circumstances and be subject to training and agreement to the terms stated in the HCCA policy.

#### 5. Administrators

Administrators within the structure of the HCCA network will be granted HCCA Network accounts subject to training and agreement to the terms stated in the HCCA policy.

#### 6. Others

Anyone who is actively involved in the formal education of students within the specified geographic area may request a special account on the HCCA network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

**NOTE:** Except in special cases list above, people from the larger internet community are not part of the local HCCA community, and will probably be unaware of the existence of this policy. However, the HCCA user is expected to always treat people 'met' on the network with respect, as they were a part of the HCCA community.

### F. Privileges and Rights of HCCA Network Community Members

Members of the HCCA community have certain network privileges and rights. These include:

#### 1. Privacy

All members of the HCCA community have the right to privacy in their email, and listserv communications when so designed by the user. However, if a user is believed to be in violation of the guidelines stated in this policy, a system administrator or coordinator may need to gain access to private correspondence or files. As HCCA access is primarily provided as an educational research tool, administrators or coordinators may periodically make requests to study or view correspondence and files, but confidentiality is ensured in such circumstances. Also, it is important that users recognize the fundamental differences between public (e.g. news) and private (e.g. e-mail) forms of communication and shape their content accordingly.

#### 2. Equal Access

All members of the HCCA community will be granted access to as many network services as their technology and training will allow. Exploration of the internet is encouraged relative to the purpose of the HCCA Network.

### 3. Safety

To the greatest extent possible, members of the HCCA community will be protected from harassment or unwanted or unsolicited contact. Any community member who receives threatening or unwelcome communications should bring them to the attention of a system administrator, internet coordinator or teacher. Users must, however, be aware that there are many services available on the internet that would potentially be offensive to certain groups of users. The designers of the HCCA Network cannot eliminate access to all such services, nor could they even begin to identify them. Individual users must take responsibility for their own actions in navigating the network.

### 4. Intellectual Freedom

The HCCA network must be a free and open forum for expression, including viewpoints that are strange, unorthodox, or unpopular. The network administrators will place no official sanctions upon the expression of personal opinion on the network. However, the poster of an opinion should be aware that other community members may be openly critical of such opinions. Occasionally, a posted message may be met from outside the HCCA community with especially harsh criticism (a practice known as 'flaming'). It is best **not to respond** to such attacks, unless the respondent believes s/he is capable of measured, rational reply. Personal attacks are not an acceptable use of the HCCA Network at any times. The HCCA Network does not officially endorse any opinions stated on the network. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of the HCCA Network, its administrators, or the participating schools.

## G. Responsibilities of HCCA Network Community Members

With the right and privileges of membership in the HCCA Network community come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to follow them may result in the loss of network privileges. These responsibilities include:

### 1. Using appropriate language

Profanity or obscenity will not be tolerated on the HCCA Network. All community members should use language appropriate for school situations as indented by school codes of conduct.

### 2. Avoiding offensive or inflammatory speech

Community members must respect the rights of others both in the local community and in the internet at large. Personal attacks are an unacceptable use of the network. Network users shall conduct themselves according to accepted network etiquette and refrain from any discriminatory or antisocial behavior. Each district is responsible for developing its own policy, defining what constitutes obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable behavior, and determining appropriate disciplinary action for policy violations.

### 3. Adhering to the rules copyright

Community members shall not violate any federal, state, local criminal or civil laws. Community members shall not load, install, or disseminate copyrighted material or illegally copied software onto or through the network. HCCA community members must respect all copyright issues regarding software, information, and attributions of authorship. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges.

### 4. Re-posting personal communications w/out the original author's prior content is prohibited

To do this is a violation of the author's privacy. However, all messages posted in a public forum such as newsgroups or listservs may be copies in subsequent communications, so long as proper attribution is given.

### 5. Use of the network for any illegal purposes is prohibited

Illegal activities include tampering with computer hardware or software, unauthorized entry into computer, knowingly installing software that communicates with hacker networks or knowledgeable vandalism or destruction of computer files. Community members shall not unlawfully access any sub-networks connected to the Internet, disrupt use of the Internet or sub-networks, nor abuse, modify, or destroy any hardware or software used in accessing the Internet or any sub-network. Such activity is considered a crime under state and federal law.

### 6. Avoid the spread of computer viruses

All HCCA community members are required to run anti-virus software on any device used to access the HCCA network. 'Computer viruses' are programs that can destroy valuable programs and data. To reduce the risk of compromising a computer with a virus, do not import files from unknown or disreputable sources. If you do obtain software or files from remote sources, follow proper procedures to check for viruses before use. Deliberate attempts to degrade or disrupt system procedures of the HCCA Network or any other computer system on the internet by spreading computer viruses is considered criminal activity under the state and federal law.

## 7. You have full responsibility for the use of your account

All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Students using the Internet in the classroom shall be closely supervised by teachers. Under **no** condition should you give your password to another user.

## 8. Impersonation is not permitted

Real names must be used, pseudonyms are not allowed.

## 9. Anonymity is not allowed on the HCCA network

As an educational network, HCCA network policy unequivocally demands that individuals must take responsibility for their actions and words.

As of April 23, 2019

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