NEOMIN Policies

Please read the follow document carefully before signing the account application form. This is a legally binding document.

Account Policies and Procedures

Account Holder's Responsibilities

Account holders may use the NEOMIN systems for educational business or educational activities only. Users are expected to report all potential misuse to their appropriate supervisor and/or to the NEOMIN Director or Associate Director. Improper use includes, but is not limited to the use of NEOMIN owned and/or NEOMIN operated computer systems and networks for the purpose of gaining unauthorized access to internal or external computer systems or accounts for personal purposes or for purposes of personal gain.

Users should ensure they are properly logged off the system when their account is not in use.

Printed output that is considered confidential shall not be printed on any common printer. Instead it must be printed in a secure area or some other restricted area such as the employee's office.

Account holders will ensure that their account is protected from unauthorized access. Users should notify the NEOMIN System Department if any unauthorized access to their account is detected. Passwords are the computer's first line of defense against unauthorized system access. Account holders are responsible to safeguard their passwords, other access protocols and school district or NEOMIN information in whatever form. All users should adhere to the following password controls:

- Passwords shall be non-meaningful terms. Passwords should not be of a common nature such as a last name, job title, children's names, street address, pets names, etc.
- Passwords should not be displayed. divulged, accessible or shared with those not directly related to the job function unless otherwise indicated. If there is any suspicion that a password has become known, it should be changed immediately.
- Passwords should never be written down, attached to the terminal, placed under the keyboard, or any other means which would allow for possible break-in.
- Users should be aware be aware of the LAST LOGIN time of his/her account and report to the NEOMIN System Department if it does not correspond with the last time they logged in.
- Users should not put passwords into command files.

Account Management Policies

Requests for new accounts must be submitted in writing using a NEOMIN Account Application Form which is available on the web. The approval process will include a written signature by the user's superintendent or authorized district personnel. This signature represents understanding and adherence to the policies contained in this document. Account requests will be sent to NEOMIN for processing. When completed, the applicant will receive written notice from NEOMIN containing their new username

and temporary password to the NEOMIN computers and/or network. All account usernames will be set-up based on NEOMIN account standards.

Passwords for new accounts will be initially be set by the NEOMIN staff. It will be up to the employee to determine a proper password for subsequent changes. The initial password will be pre-expired, meaning it must be changed during the first login session.

For security reasons, each school district should immediately notify NEOMIN when an employee has been terminated or has left his/her organization. The accounts and files of terminated employees will be disabled immediately and the account and files will be deleted within 5 business days. Each school district should also notify NEOMIN when an account holder is placed on a leave of absence, short-term or long-term disability. That persons account must be completely disabled. The account can be re-opened only at the request of the district's superintendent.

A review of user account activity will be performed quarterly by the computer staff. User accounts that have not been accessed in the previous 180 days will be disabled; users not accessing their account in the previous 90 days will be notified that such inactivity may cause their account to be disabled.

Password controls for all accounts include the following:

- Passwords will expire every 30 days. It is the user's responsibility to reset his/her password.
- Accounts have a minimum password length of 6-8 characters depending on which server the account resides. Passwords can be a maximum of 31 characters. Letters, numbers, dollar signs and the underscore character may be used in a password
- If a password is lost of forgotten, the user must call the NEOMIN Data Center to establish a new one. The computer encrypts passwords so that they cannot be viewed by anyone. Since there is no method to look up a password, a new pre-expired password will be assigned.

Data Access
The governing board and staff of the North East Ohio Management Information Network recognize the data maintained by the computer center is the legal property of the School district entering such data or to which such data is assigned. The computer center, therefore, is a holder in public trust of the data. NEOMIN adopts the following policy statements concerning access to and security of the data. These statements are intended to assure the protection of the data, provide for procedures to permit access to data, and recommend features which districts and the computer center can implement to promote system and data security.

Access to data shall be granted as follows:

- District personnel may have access upon written authorization of the district's Superintendent and/or Treasurer. Such access may be restricted (as may be practical or technically possible) to certain data sets and/or specific access types.
- Users shall be granted access to data with only those privileges consistent with their duties and responsibilities of their position.
- NEOMIN staff may access data when such access is within the scope of their assigned duties.

In all events, the NEOMIN system administrators shall have the authority and responsibility to take actions necessary to insure the integrity of the data and security of the computer system, or to enable district users to utilize the computer system to fulfill the duties associated with their position. In such cases, a return to the adherence of these guidelines shall be made as soon as practical.

Internet Acceptable Use Policies and Applications

Internet access is available to users of the NorthEast Ohio Management Information Network (NEOMIN). This access is being offered as part of a collaborative effort involving the Ohio Department of Education, its divisions, the State-licensed regional data processing centers, all known collectively as the Ohio Educational Computer Network (OECN), and the National Science Foundation (NSF).

Our goal in providing this service is to promote educational excellence in school districts participating in NEOMIN by facilitating resource sharing, innovation, and communication. Through participation in this effort, NEOMIN provides to the northeastern Ohio educational community a network offering vast, diverse, and unique resources.

NEOMIN is an electronic computer network with access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. NEOMIN users, therefore, can have access to: electronic mail communication with people all over the world; information and news from, as well as the opportunity to correspond with, research institutions; public domain and shareware software of all types; discussion groups on a plethora of cultural, political, scientific, and general or special interest topics; and access to many universities, libraries (including the Library of Congress), non-profit organizations, commercial companies, etc.

Along with access to computers and people all over the world comes the possible availability of material which may not be considered to be of educational value within the context of the school setting. NEOMIN has advised districts on precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials and an industrious user may discover controversial information. NEOMIN and the OECN firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility users may procure material inconsistent with educational goals for the district or network.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end-users, who must adhere to strict guidelines. These guidelines are provided here so the user is aware of the responsibilities associated with use of this network.

In general, network use requires efficient, ethical, and legal utilization of the network resources. If any users violate any of these provisions, their accounts with NEOMIN can be terminated, and future access could be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Use of the NEOMIN network is a privilege, not a right. Inappropriate use could result in a cancellation of privileges. NEOMIN system administrators, in conjunction with district administrators, will deem what is inappropriate use of the network, their decision is final. The system administrators may close an account at any time as required. The

administration, faculty, and staff of NEOMIN's member districts may request the system administrators to deny, revoke, or suspend specific user accounts. The following guidelines should be used to determine eligibility for the granting of an account on the NEOMIN network:

Eligibility

All district personnel who are members of NEOMIN and the OECN including, but not limited to, pre-kindergarten-grade twelve educators, support personnel, administrators, school specialist, and County Educational Service Center staff members; and OECN members granted by NEOMIN. Pre-kindergarten-grade twelve students whose district is a member of NEOMIN and the OECN when under the supervision of a sponsoring educator with parent signature. NEOMIN system administrators reserve the right to deny eligibility for any reason.

Security

Security on any computer system is a high priority, especially when the system involves many users. Individuals identifying a security problem on the NEOMIN or OECN network have the obligation to notify the system administrators at the earliest possible time. The problem should be reported via telephone, if possible, or E-mail if the user is authorized and reasonably sure E-mail is secure.

Attempts to logon to the system as any other user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Purpose

The purpose of NSFNET, the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Use of other organization's networks or computing resources must comply with rules appropriate for that network. Use of an account must support goals consistent with the educational objectives of NEOMIN member school districts. Listed below are the acceptable and unacceptable uses of the NEOMIN network.

Acceptable Uses of the NEOMIN Network

- Communication with foreign researchers and educators in connection with research or instruction, as long as any network that the foreign user employs for such communication provides reciprocal access to US researchers and education.
- Communication and exchange for professional development, to maintain currency, or to debate issues in a field or subfield of knowledge.
- Use for disciplinary-society, university-association, government-advisory or standards activities related to the user's research and instructional activities.
- Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations
- Any other administrative communications or activities in direct support of research and instruction.
- Announcements of new products or services for use in research or instruction but not advertising of any kind.
- Any traffic originating from a network of another member agency of the Federal Networking Council if the traffic meets the acceptable use policy of that agency and NEOMIN.
- Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

Unacceptable Use of the NEOMIN Network

- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material threatening or obscene material; or material protected by trade secret.
- Use for for-profit activities, unless covered by the acceptable use provisions
- Extensive use for private or personal business.
- Use for commercial transactions, employee recruiting, product advertisement, or political lobbying.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to alter, destroy, or reduce the usability of data of another user, agency, or network connected to NEOMIN, the OECN, or the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses, worms, trojan horses, etc.

Network Etiquette

The network is a public medium, and all users are expected to abide by generally accepted rules of network etiquette, including (but not limited to) the following:

- No use of abusive language in messages
- No use of vulgarities, obscenities, or other inappropriate language, including reposting or quoting obscene and/or inappropriate material
- No posting of personal addresses or phone numbers
- No reposting of private communications without prior consent of the author; all communications and information accessible via the network should be assumed to be private property
- No use of the network that disrupts other users or degrades network performance: the network is a shared resource with finite capacities
- Avoid excess use of system resources by daily monitoring and deleting electronic mail, subscriptions to News Groups, and lists

Administration of Network

NEOMIN system administrators reserve the right to limit or suspend access to the OECN and/or Internet or to supercede portions of this Agreement as may be deemed necessary for the maintenance, safety, or security of the NEOMIN member districts or the OECN. The policy on administration of accounts is listed below.

- NEOMIN reserves the right to suspend network access at any time to maintain the integrity of the network
- NEOMIN reserves the right to suspend network access by a member district not complying with the Terms and Conditions for Use of Network Resources. All decisions of NEOMIN are final
- NEOMIN reserves the right to suspend access temporarily or permanently to any user who does not comply with the Terms and Conditions for Use of Network Resources or for any reason deemed appropriate by the system administrators to maintain the integrity of the network. All decisions of NEOMIN are final
- NEOMIN reserves the right to recommend criminal charges against any user who does not obey applicable state and federal laws
- NEOMIN reserves the right to log Internet use and to monitor system resources utilized by the user while respecting the privacy of user accounts
- NEOMIN reserves the right to monitor user accounts for system administration while respecting the privacy of user accounts

- NEOMIN firmly believes in the rights and guarantees provided by the laws of the state of Ohio and the United States of America. No intentional violation of these rights will occur

Electronic mail (E-mail) is not guaranteed to be private; system administrators can access mail, and mail software may misdirect messages. Messages relating to or in support of illegal activities will be reported to appropriate authorities.Illegal activities of any nature are strictly forbidden and will be reported to the appropriate authorities. Violators will lose privileges to use the network and may face possible prosecution.

Disclaimer
NEOMIN and the OECN make no warranties of any kind, expressed or implied, for the service being provided and will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. NEOMIN and the OECN specifically deny any responsibility for the accuracy or quality of information obtained through the network services; use of any such information is at the user's risk.