

# Norton City Schools

## Technology Acceptable Use Policy for Students

### Introduction

Technology can greatly enhance an instructional program, as well as provide efficiency for users. Norton City Schools provides students with access to equipment, software, and network services to be used as tools to support learning, collaboration, educational research related to the district curriculum and the state academic content standards. The use of this technology is a privilege.

It is the policy of Norton City Schools that the technology resources be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Students must acknowledge their understanding of the policy and guidelines as a condition of receiving network and internet access. In order for the School District to be able to make its network and internet access available, all students must take responsibility for the appropriate and lawful use of this access. The District reserves the right to amend policies and regulations as necessary throughout the school year. Students and their families will be notified of the updated policies and regulations and must comply with the updated requirements. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. While teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

Use of the District Network includes Internet access. Internet access is filtered throughout the District as required by the federal Childhood Internet Protection Act. For this reason, personal "hot spots" cannot be used by students. While content on the Internet is filtered and network use is subject to supervision, it is possible that students might access inappropriate material either deliberately and/or accidentally. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment or harmful to minors. Student guardian will receive prior notice of online tools that require a student user account.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. 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 genitals and;
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Students should immediately report any security problem or misuse of the Internet or equipment on the network to a teacher or a building administrator.

### Technology Resources

The technology systems of the District are intended for educational uses. Material created and/or stored on district managed resources is not private. To ensure proper use, administrators will periodically review the network. All communications and information utilizing district resources are subject to removal if deemed inappropriate.

### Acceptable Uses of Technology Resources

- Norton City Schools is providing access to its network for only educational and school operational purposes. If you have any doubt about whether a contemplated activity is appropriate, you should consult with a teacher or school personnel in charge.
- Students will respect the privacy of others. Students will respect the proper care and functions of the equipment and immediately report any hardware, software, security problem, or network abuse to a teacher or school personnel in charge.
- Personal removable storage media shall only be used if believed to be virus free.

### Unacceptable Uses of Technology Resources

- Use District technology equipment, software, and network without supervision.
- Share a network account or password.
- Use someone else's account or attempt to access another user's files.
- Engage in actions detrimental to the operation of hardware, software, and/or the network (includes but not limited to removal of keyboard keys, mouse disassembly, destruction, defacement of any equipment, wasting resources, i.e., paper, ink, server space, network bandwidth, etc.).
- Create or change configurations on computers or the network.
- Access or "hack" unauthorized hardware, software, or the network.
- Access, or attempt to access, inappropriate or sexually explicit material or share information about inappropriate material with other students.
- Attempting to/or bypassing the filter (includes, but not limited to, hot spots, proxy servers, etc.) using district or non-district resources.
- Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of, or provide private information about another person.
- Plagiarize or break copyright laws.
- Use District technology or network services for personal, entertainment, political, or commercial purposes.
- Alter any program, hardware, or software.
- Engage in actions that cause damage, impair effective use, or defeat protective security software.
- Using school provided email, web page, or online resources to send and/or forward material that could be considered inappropriate, offensive or harassing (includes, but not limited to, jokes, political rhetoric, personal sales, chain emails).
- Use unapproved personal technology equipment (includes, but not limited to laptops, mobile devices) or software on District network resources.
- Download, copy, or store unauthorized files, software, shareware, or freeware.

### **Consequences of Irresponsible Use**

**Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences might include:**

- **Loss of technology privileges for a specific period of time or indefinitely.**
- **Removal from a course, if the student is in a course that requires the use of technology resources.**
- **Suspension and/or expulsion as per the student code of conduct.**
- **Potential civil or criminal liability.**

### **Internet Safety**

- Do not give out personal information while online, such as full name, address, telephone number, and picture.
- Never agree to meet with an online friend.
- If you ever encounter something online that you do not understand or that makes you feel uncomfortable, tell a teacher or staff personnel.
- When using District provided resources, do not respond to offensive or dangerous e-mail, chat, or other communications. Report any such communication. Do not delete the offensive or dangerous e-mail or communication.
- Be a good online citizen and do not do anything that hurts other people.

### **BYOT (Bring Your Own Technology)**

**Some school buildings allow students to bring personal devices to be used in the classroom for educational purposes. When this is allowed, is it with the understanding that the device(s) are only out when the teacher approves of the use, the student device utilizes the school's filtered internet access, and the student(s) will not use these devices to take or post pictures and/or videos of other students or staff members.**

### **E-Learning/Remote Learning**

All students using platforms established for e-learning regardless of whether the student is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Students in violation of this policy or the accompanying regulation may be subject to discipline.

## **Warranties/Indemnification**

The Norton City School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, networks, and the Internet provided under this Policy. The Norton City School District will not be responsible for any claims, losses, damages, or costs (including attorney's fees and data plan usage) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Norton City School District, its employees, and the Northeast Ohio Network for Educational Technology (NEONET) harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the network and the Internet, whether that use is on a District resource or another resource outside the School District's network.

***Keep this copy of the policy***

**Norton City Schools**  
**Middle School and High School Technology Acceptable Use Agreement**

The District network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District network and the Internet, students and their guardian must first read (Technology Acceptable Use Form found here: <http://www.nortonschools.org/FormsEnrollmentRegistration.aspx>), understand, and sign the following Acceptable Use Policy annually by September 30 of current school year. The School District reserves the right to refuse access to the District network.

**Students**

- I will use technology resources in a responsible, ethical, and legal manner. I will use technology resources only for school related purposes.
- I will not access, modify, or destroy other user's data. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.
- *I will be a good digital citizen.* I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to school-related assignments. I will not use school technology resources to create, distribute, download, or view sexually explicit, illegal, or inappropriate content. I will not plagiarize from the Internet. I will distribute copyrighted material only if I have the owners' written permission. I will immediately inform a staff member if I encounter material that is sexually explicit, illegal, or inappropriate.
- I will not use technology resources to engage in any commercial activity including the purchase of goods and services. I will not give out personal information (full name, address, phone number).
- I will not use data access other than that provided by the school district.
- I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, use print excessively, or use an excessive amount of data storage space.
- I will immediately notify a staff member or administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.
- I have read, understand, and agree to abide by the Norton City Schools Acceptable Use Policy.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print student's first and last name: \_\_\_\_\_

School Building: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parents**

- I have read the Norton City School's Technology Acceptable Use Policy.
- I have explained to my child what is expected.
- I understand that my child will be using GSuite/Google Apps for Education to complete school work and I can inform the teacher of district approved sites that I do not want my child to use which can be found here: <https://www.nortonschools.org/StudentPrivacyInformation.aspx>.
- I understand that Norton City Schools is not responsible for any lost or damaged data created by my child and additional charges on personal data plans are not the school's responsibility.

I give my child permission to use the technology resources according to the regulations set forth in that policy.

I **DO NOT** give my child permission to use the technology resources.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Norton City Schools  
Elementary Schools Technology Acceptable Use Agreement**

The District network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District network and the Internet, students and their guardian must first read (Technology Acceptable Use Form found here: <http://www.nortonschools.org/FormsEnrollmentRegistration.aspx>), understand, and sign the following Acceptable Use Policy annually by September 30 of current school year. The School District reserves the right to refuse access to the District network.

**Students**

- I will follow all school rules while I am on the equipment or device. I will not damage these items. I will not change other people’s work without their permission.
  
- I will only go on the Internet with my teacher’s help. I will only visit sites that my teacher tells me are appropriate. I will give out my name only if my teacher tells me it is O.K. If I find something on the computer that makes me feel uncomfortable, I will tell my teacher right away.
  
- I will share the equipment or device with my classmates.
  
- I will not print without my teacher’s permission nor print more than I need.
  
- I will let my teacher know if someone is not following the technology rules.
  
- I will be a good digital citizen.

Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print student’s first and last name: \_\_\_\_\_

School Building: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parents**

- I have read the Norton City School’s Technology Acceptable Use Policy
- I have explained to my child what is expected.
- I understand that my child will be using GSuite/Google Apps for Education to complete school work and I can inform the teacher of district approved sites that I do not want my child to use which can be found here: <https://www.nortonschools.org/StudentPrivacyInformation.aspx>.
- I understand that Norton City Schools is not responsible for any lost or damaged data created by my child

I give my child permission to use the technology resources according to the regulations set forth in that policy.

I **DO NOT** give my child permission to use the technology resources.

Parent’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_