

# Edgerton Local Schools Local Schools

## Acceptable Use Policy

### Internet Access, Computer Use

#### 2018-2019

**Students,**

**Please read this document carefully before signing.**

We are very pleased to provide technology to our schools and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by providing the resources to share information, innovative ideas, and communicate with the global neighborhood.

With worldwide access to information comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Edgerton Local School District, through the Northwest Ohio Computer Association, has taken precautions to restrict access to controversial materials through an educational filtering service, LightSpeed. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District and the community.

Use of the Internet and any information procured from the Internet is at the student's own risk. The Edgerton Board of Education makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student.

All buildings are equipped with a local area network, wireless network, connecting to server storage space for student and teacher projects *related to education*, computer assisted record keeping, and access to various programs throughout each school.

#### 1:1 CHROMEBOOKS-GOOGLE APPS AND GOOGLE CLASSROOM

Teacher and Technology Coordinator's permission will be need for each student's use of personal devices with in the school district's classrooms. Unauthorized uses of the wireless network is a violation of Edgerton's AUP.

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 that you are aware of the responsibilities you are about to acquire. **If an Edgerton Local School District user violates any of these provisions or the school's discipline code in use of computer technology, his or her account will be terminated and future access could possibly be denied.** The signature(s) at the end of this document is (are) legally

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binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

**TERMS AND CONDITIONS \*\* PLEASE READ AND UNDERSTAND BEFORE SIGNING**

1. Complete and sign the Acceptable Use Agreement.
2. The use of a student account must be in support of education and consistent with the educational objectives of the school. All Internet use should be in support of teacher assignments.
3. The Internet/Wireless and school servers will not be used for illegal/personal purposes.
4. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
5. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations)
6. Horseplay near computers or in computer labs will not be tolerated.
7. Users may use only their own district created accounts and should never give a password to any other person.
8. EMAIL
  - a. Student personal email accounts will not be available for students. Hotmail, Yahoo, AOL, MSN, etc. accounts WILL NOT be accessible at school.
  - b. Email accounts through Edgerton Google Apps will be supplied for students in 3<sup>th</sup> – 12<sup>th</sup> grade. Any class-related email will be handled through class accounts administered by the instructor.
  - c. All e-mail correspondence is to be related to the academic process of the student. Edgerton Local School will maintain ZERO TOLERANCE for students email containing inappropriate or threatening language, inappropriate content/pictures or Cyberbullying.
  - d. Violations will result in immediate loss of use and disciplinary action. All documentation, pictures, and emails stored in Google Drive will be for academic use ONLY.
  - e. All student emails and documents are archived for 3 years in compliance to Federal Law.
9. Users should store only educational and class related files on the server. All email, document and pictures are searchable and saved for 3 years and will be expected to contain only academic related materials. All personal correspondence, email, documents prohibited. Violations will result in disciplinary action.
10. All student data is to be backed up in the student's Google Drive.
11. Students should never give out name and address to anyone or at any site on the Internet. This is solely your responsibility.
12. Remember that you are responsible for what you do on the Internet Digital Citizenship/Network Etiquette, you alone are to conduct yourself in a responsible manner
13. If a user is aware that someone is misusing the privilege of access, teachers or administrators should be informed. This protects other users from misuse
14. All school computers/Chromebooks are for academic use only. Gaming, messaging, chat rooms, forums, personal email, non-education video streaming (YouTube), Social Media-Facebook, Twitter, SnapChat, Instagram, Google Chat, Linked-In, Pinterest, WeCHat, etc.
15. Video Streaming (Netflix, Hulu, Crackle etc), Music Streaming (Pandora, Spotify), shopping and online social networking (Facebook, Twitter, Blogs or Wikis will not be allowed on the District's network whether personal device or district provided devices.
16. Cyberbullying
  - a. Use of the Network to engage in cyberbullying is prohibited.
  - b. Cyberbullying" involves the use of information and communication technologies such as email, cell phone, text messages, instant messaging (IM), Google Chat, Google

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Hangouts, Google Drive Document Sharing, defamatory personal websites or social media accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

- c. All cyber-bullying, intimidation, threatening or abuse on all district computers and devices will not be permitted in any electronic form.
  - d. Using a camera phone/Chromebook to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
  - e. Posting misleading or fake photographs of students or school staff members on web sites. To the extent permitted by the First Amendment, instances of Cyber bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Discipline Code.
17. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
18. The use of any technology will follow the schools discipline code; all discipline steps will be followed. Failure to adhere to these rules may result with disciplinary action.
19. Student's personal devices (cell phones, iPods, iPads, Kindles, Nook, etc) *will not be allowed* access to the wireless network. Failure to adhere to this rule may result with device confiscation and/or disciplinary action.
20. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file sharing software or programs on the Network. Google Drive Document sharing is permitted only in the context and a class assignment.

During State Testing, all personal technology (phones, iPad, iPods, Kindles, tablets) and Internet access will be forbidden. An announcement will be made prior to the testing window via, SwiftK12 Alert,

I, have read, understand and agree to abide by the above Acceptable Use Policies and Internet Safety policy. Should I commit any violation, or I any way misuse my access to the district's computer and my access privilege to device and internet usage.