



## Edgerton Local Schools Student Acceptable Use Policy Internet and Computer Use

**Students,**

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

The Edgerton Board of Education will provide a 1:1 Chromebook device to all students on our campus. Our goal in providing this service to students is to promote educational excellence in schools and 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 called LightSpeed. While LightSpeed is a rigorous academic filter, 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 possible access of material 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 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 hold the Board harmless from any losses sustained as the result of misuse of the District's network by their student.

All buildings are equipped with a local area network, wireless network. We are a GAPE (Google Apps For Education) Schools district. All Classroom content and email are stored in the Google Cloud and administered by the technology department via Google Console.



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Teacher and Technology Coordinator's permission will be needed for each student's use of personal devices/cell phone within the school district's classrooms. Unauthorized uses of the wireless network is a violation of Edgerton's AUP.

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 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 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. Network use 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 Chromebooks/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* are not allowed on school distributed devices. Hotmail, Yahoo, AOL, MSN, etc. accounts WILL NOT be accessible on district assigned devices.
  - b. Email accounts through Edgerton Google Apps will be supplied for students in Kindergarten – 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 and internal communication between staff, teachers and students. Edgerton Local School will maintain ZERO TOLERANCE for students' email containing



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- 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. Emails outside the edgertonschools.org domain are blocked for all students.
  - f. Student emails and documents are archived for 5 years in compliance with Federal Law.
9. Users are to save/store only educational and class-related files in their Google Drive or device. All personal correspondence, emails, documents, pictures are prohibited. Violations will result in disciplinary action.
  10. All student data is to be saved in the student's Google Drive. All email, documents, and pictures are archived and searchable for an indefinite period of time. All deleted documents and emails are also archived and searchable by administration.
  11. Students should never give out usernames, passwords, names or addresses to anyone or at any site on the Internet. This is solely the student's responsibility.
  12. Remember that you are responsible for what you do on the Internet Digital Citizenship/Network Etiquette, you alone are to conduct yourself responsibly.
  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, Parlor, SnapChat, Instagram, Google Chat, Linked-In, Pinterest, WeCHat, etc. are prohibited.
  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. Threatening, intimidation is prohibited in any electronic form.
    - b. Cyberbullying" involves the use of information and communication technologies such as email, cell phone, text messages, instant messaging (IM), Google Chat, Google Meet, 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.



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- c. 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;
  - d. Posting misleading or fake photographs of students or school staff members in any election form is prohibited. To the extent permitted by the First Amendment, instances of Cyberbullying 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 employees any message they receive that is of an uncomfortable, inappropriate or pornographic nature. Students should not delete such messages until instructed to do so by a staff member.
18. The use of any technology will follow the school's discipline code; all discipline steps will be followed. Failure to adhere to these rules may result in 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 will result with disciplinary action.
20. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
21. Google Drive Document sharing is permitted only in the context of a classroom assignment.

During State Testing, all personal technology (phones, iPhone Watches, iPad, iPods, Kindles, tablets) and Internet access will be forbidden.

I have read, understand and agree to abide by the above Acceptable Use Policy and Internet Safety policy. Should I commit any violation, or I misuse my access to the district's network or device, my access privilege to device and internet usage can be denied by the administration.

Rev: 5/17/2021 Board Approved