

NEWTON FALLS SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Internet/Online Services/School District Computer Network/Chromebooks

Newton Falls Schools in striving to offer our students access to the latest computer technology will offer access to the Internet, including certain online services, and the Newton Falls Schools local computer network. Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources including those from file servers throughout the world. The district's goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their education and information needs. Staff will make every effort to guide and supervise students in an appropriate selection and use of electronic resources. Making the Internet available to students carries with it the potential that some students might encounter information identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter in some areas of the Internet. It is possible that your child may find material on the Internet that you consider objectionable. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet.

All Newton Falls students are assigned a chromebook for educational use. It is the responsibility of the student to keep these devices in working condition. Accidents do happen and the district is aware of this and will work with the student to keep the devices in operating order; however, intentional damage, loss of devices (including charging cords) may result in fees being charged back to the student for replacement. Some of these costs could range from \$40 for missing charging cords up to \$400 for complete replacement.

On the whole, Newton Falls Schools believe that the tremendous value of the Internet as an educational resource far outweighs the potential risks. Almost all of these risks can be avoided by simply using common sense. However, because of the legitimate concerns which parents may have, access to computer networks at school should be on a permission basis only. Students without a signed Acceptable Use Policy (AUP) on file will not be permitted to use a computer or chromebook in the school for any reason unless the system is locked from browsing the Internet. They will be expected to complete an alternate assignment. ***Please review the Newton Falls Exempted Village Schools' Board Policy regarding student usage of technology (available on school website) for additional information.***

Student Acceptable Use Policy

1. Acceptable Uses ; Limitations

Computer networks and chromebooks shall be used solely for academic purposes or other purposes which support the educational mission of the Newton Falls School District. Computer networks and chromebooks may NOT be used for illegal activities, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco. The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such users. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

2. Security and Safety

The Internet and other computer networks may contain information and images which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users

- a. should not reveal real names, addresses, phone numbers, or other personally identifiable information about themselves or others without the express permission of a supervising teacher
- b. should not participate in any real-time communications (such as "chat rooms") without the express permission of a supervising teacher
- c. should not agree to meet any person contacted through a computer network without parental permission
- d. shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student

- e. should exit immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy and report the incident to a supervising adult.

3. Responsibilities of Users (students)

It shall be the responsibility of the user (students)

- a. to use the network only for appropriate academic purposes
- b. to protect their passwords and account numbers and not allow other persons to use their passwords and/or account numbers for any reason
- c. to immediately notify a teacher or administrator of computer or network malfunctions
- d. to reimburse the School District for any damages or loss incurred as a result of inappropriate use
- e. to be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful
- f. to NOT make deliberate attempts to disrupt the computer system and/or network system or destroy data by spreading computer viruses or by any other means.
- g. to NOT attempt to gain unauthorized access to a computer system and/or network system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purpose of "browsing".

4. General Prohibitions:

Computer network users

- a. may not violate any copyright laws
- b. may not engage in the unauthorized copying of files, programs, or other software
- c. may not engage in any form of plagiarism
- d. may not write to any directory other than their own without permission of the supervising teacher
- e. may not delete or modify any system files
- f. may not engage in any interference/sabotage/vandalism of others' computers or software
- g. may join mail lists only with permission of teacher
- h. may not post information of any sorts without permission of teacher
- i. may not read or send email from a personal account
- j. may not intentionally waste computer resources
- k. may not load or copy any software or other programs to or from the district's equipment.

5. Loss of Privileges

Computer network access is a privilege and not a right. Any person who engages in an inappropriate use or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice. Violations of this policy may also be punishable under the Student Discipline Policy.

6. Right of Access

The School District will make every effort to respect the privacy of students using computer networks. However, the School District reserves the right to examine any such communications or other computer-based information when reasonably necessary to investigate a suspected violation of school rules or this policy, or where necessary to ensure the security and integrity of the computer network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the AUP, the student disciplinary code, or the law.

7. Disclaimer of Liability

The School District shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications, it is also impossible for the School District to guarantee the confidentiality of communication sent and received over any computer network.

**See attached form for required signatures. Please only return the signed form.
Keep the AUP for your records.**

Print student's name: _____

Current grade: _____

NEWTON FALLS SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY PARENT/STUDENT AGREEMENT

PLEASE COMPLETE ALL THREE SECTIONS BELOW

I. COMPUTER/CHROMEBOOK/INTERNET USE Student section: I have read Newton Falls Schools Acceptable Use Policy (AUP). I agree to follow the rules contained in this policy. I understand that if I engage in inappropriate use or if I violate any part of this policy I may have my computer access privileges suspended or revoked without notice. I also understand that violations of this policy may also be punishable under the Student Discipline Policy.

Student's signature _____ Date _____

Parent or Guardian section: I have read Newton Falls School's Acceptable Use Policy (AUP). I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District equipment, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system and technology. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in Newton Falls School's Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety, as well as, the personal responsibility for the care of technology assigned to my child.

Parent's signature _____ Date _____

Print parent name _____ Phone _____

II. PICTURE RELEASE I give permission for my student's picture to be used by Newton Falls School District on the World Wide Web as part of the school district's site (www.newton-falls.k12.oh.us). It is the district's policy to NOT include a full name with a student's picture.

Parent's signature _____ Date _____

Student's signature _____ Date _____

III. STUDENT WORK RELEASE I give permission for my student's work (art work, writing, etc) to be published by Newton Falls School District on the World Wide Web as part of the school district's site (www.newton-falls.k12.oh.us). It is the district's policy to only include the student's first name with a student's work.

Parent's signature _____ Date _____

Student's signature _____ Date _____

If you have any questions or concerns pertaining to the above issues or any issue in the AUP contact Newton Falls Exempted Village Schools' Technology Coordinator, Mr. Donley at 330.872.0294 ext 1029, or through email at sdonley@nfschools.org.