

# 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 computer equipment, software, and network services to be used as tools to support learning, collaboration, and 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 technology resources be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Users 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 computer network and internet access available, all students must take responsibility for the appropriate and lawful use of this access. 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. 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. While content on the Internet is filtered and computer use is subject to supervision, it is possible that students might access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment. Students should immediately report any security problem or misuse of the Internet or equipment on the network to the teacher, supervisor, or building administrator.

The District computer network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District computer network and the Internet, students and their parents or guardians must first read, understand, and sign the following Acceptable Use Policy. This is a one-year contract that must be renewed every school year. The School District reserves the right to refuse access to the computers and the Internet available on the District network.

### Technology Resources

The computers, network, and technology systems of the District are intended for educational uses. Material created and/or stored on the system is not guaranteed to be private. Network administrators will review the network from time to time to ensure that the system is being properly used. For this reason, users should know that a third party might view their materials. All communications and information should be assumed to be property of the District.

### Acceptable Uses of Technology Resources

- Norton City Schools is providing access to its computer network for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you should consult with the teacher or school personnel in charge.
- Students will respect the privacy of fellow students, which includes not touching the mouse, keyboard, or work of another student without permission.
- Students will respect the proper care and functions of the equipment and immediately report any hardware, software, security problem, or network abuse to the teacher or school personnel in charge.

## **Unacceptable Uses of Technology**

- Use District technology equipment, software, and network without supervision.
- Share a network account or password with another person or leave an open file unattended or unsupervised.
- 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.
- Create or change configurations on computers or the network.
- Access or "hack" unauthorized hardware, software, or the network.
- Access inappropriate material or share information about inappropriate material with other students.
- Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of another person.
- Post private information about another person.
- Plagiarize or break copyright laws.
- Use District technology or network services for personal, entertainment, political, or commercial purposes.
- Waste resources, i.e., paper, ink, server space, network bandwidth, etc.
- Alter any program, hardware, or software.
- Abuse printers, printing, or other peripheral devices.
- Download, copy, or store software, shareware, or freeware.
- Engage in actions that cause damage, impair effective use, or defeat protective security software.
- Access personal email accounts (yahoo, AOL, etc.), chat rooms, or other means of electronic communication over the District network.
- Attempting to/or bypassing the filter. (proxy servers, etc.)

## **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.

## **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, computer 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) 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 computer network and the Internet, whether that use is on a District computer or another computer outside the School District's network.

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

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

**Students**

- I will follow all school rules while I am on the computer. I will not damage the computers. 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 computers with my classmates.
- I will not print without my teacher's permission.
- I will not print more than I need.
- I will let my teacher know if someone is not following the computer rules.

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

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

**Parents**

- I have read the Norton City School's Technology Acceptable Use Policy
- I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

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

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

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

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

***Please return signature page to student's school or teacher.***

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

**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 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 obscene, 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 obscene, 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 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 shared 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: \_\_\_\_\_

*(If a student is under the age of 18, a parent or guardian must also read and sign this agreement.)*

**Parents**

- I have read the Norton City School's Technology Acceptable Use Policy.
- I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

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

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

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

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

***Please return signature page to student's school or teacher.***