NORWAYNE LOCAL SCHOOL DISTRICT
TECHNOLOGY RESOURCES
ACCEPTABLE USE POLICY

Norwayne Local School District technology resources include, but are not limited to, computers, file servers, mobile devices, software, e-mail, video equipment, AV equipment, public address systems, presentation equipment, telephones, voice mail systems, digital cameras, scanners, the local area network, the wide area network, and all equipment related thereto (collectively, "Technology Resources" or individually, "Technology Resource"). These resources are school property purchased with public funds or grant monies and are intended solely for use in furtherance of the mission of the District, to enhance the delivery of education, and to conduct necessary school business.

This policy sets forth the proper and accepted uses of Technology Resources, electronic mail and communications and the Internet for students, school employees and all other authorized users. The use of any Technology Resource shall constitute acknowledgment and acceptance by the user of this policy and all other applicable Norwayne Local Board of Education policies and regulations.

Technology Resources and assigned network access, and Internet access are tools provided to students to enhance their education and should be treated accordingly. Any student who violates this policy, or allows others to do so, may have his/her user access privileges revoked and shall be subject to disciplinary action, up to and including expulsion. Each student must sign a form to acknowledge he/she has read, understood and will comply with this Technology Resources Acceptable Use Policy. Parents of students under the age of 18 must also acknowledge their understanding of the risks associated with Internet use and authorize the District to allow Internet access for their child(ren). These forms will be kept on file by the District as binding legal documents.

Technology Resources and assigned network access, Internet access and e-mail access passwords are tools provided to school employees to assist in the performance of their job responsibilities and should be treated accordingly. Any school employee who violates this policy, or allows others to do so, may have his/her user access privileges revoked and shall be subject to disciplinary action, up to and including termination of employment. Each employee must sign a form to acknowledge he/she has read, understood and will comply with this Technology Resources Acceptable Use Policy. These forms will be kept on file by the District as binding legal documents.

Any other authorized user who violates this policy, or allow others to do so, shall be immediately disconnected from the District's Technology Resources, may have his/her Technology Resource use privileges permanently revoked, and may be removed from the District's facilities. Each authorized user must sign a form to acknowledge he/she has read, understood and will comply

Norwayne Local School District, Creston, Ohio

with this Technology Resources Acceptable Use Policy. These forms will be kept on file by the District as binding legal documents.

The Norwayne Local Board of Education reserves the right to modify this policy at any time. The Norwayne Local Board of Education may pursue criminal prosecution or civil action for any unauthorized use of the District's Technology Resources or any violation of this policy when appropriate.

Technology Resources and Acceptable Use Policy Outline

    A.   General Standards of Conduct for Use of Technology Resources
    B.   Mobile Device Program Policies
    C.   Standards of Conduct for Electronic Mail and Communications
        1. Students
        2. School Employees
        3. Other Authorized Users
    D.   Standards of Conduct for Internet Use
    E.   District Web Sites
    F.   Disclaimers
    G.   Appendix A – Web Page Policy
    Forms: Employee Receipt and Acknowledgment
                Student/Parent Receipt, Acknowledgment and Authorization
                Authorized User Receipt and Acknowledgment

A.   General Standards of Conduct for Technology Resource Use:

1.   Only software licensed to the Norwayne Local Board of Education and/or authorized in writing by the Technology Coordinator, or his or her designee, shall be installed on Technology Resources. Installation of such software shall be performed only by authorized personnel to ensure that the software is (a) compatible with existing computer systems; (b) properly installed, maintained, used and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other software, including but not limited to, shareware, freeware, public domain or demonstration copies of software, is prohibited. Unscheduled audits of Technology Resources will be periodically performed and any unlicensed or unapproved software will be removed without notice.

2.   Only hardware licensed to the Norwayne Local Board of Education and authorized in writing by the Technology Coordinator, or his or her designee, shall be installed on Technology Resources. Installation of such hardware shall be performed only by authorized personnel to ensure that the hardware is (a) compatible with existing computer systems; (b) properly installed, maintained, used and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other hardware, including

Norwayne Local School District, Creston, Ohio

but not limited to, CPUs, motherboards, hard-drives, zip drives, video cards, memory, CD-ROMs, DVD-ROMs, SCSI cards, printers, modems, audio equipment, digital cameras and camcorders, and other input or output devices, is prohibited. Unscheduled audits of Technology Resources will be periodically performed and any unlicensed or unapproved hardware will be removed without notice.

3. Technology Resource users shall not delete any software on the District's computers, copy any software owned by the District, or remove any hardware from the District's property without prior written permission from the Technology Coordinator.

4. Technology Resource users may not deploy or install wireless access points without prior written permission from the Technology Coordinator.

5. Network and system passwords ensure the security of critical and sensitive electronic data and are the first defense against unauthorized access. Only passwords issued by the Technology Coordinator, or his or her designee, shall be used. Technology Resource users are prohibited from divulging their passwords to other individuals. Habitual loss or unauthorized disclosure of any password shall be subject to disciplinary action.

6. Disruption of electronic services and interference with Technology Resources or electronic information (including but not limited to, uploading or downloading damaging data or illegal software; tampering with hardware or software; vandalizing or destroying data; introducing or using computer viruses, worms or Trojan horses; or attempting to gain access to restricted information or networks) are prohibited.

7. Students, school employees and other authorized users are prohibited from allowing any unauthorized person to use or operate any Technology Resource. Volunteers, aides or other persons in the school for a specific school purpose may be authorized by the Technology Coordinator, or his or her designee, to use Technology Resources only under the direction and direct supervision of a school employee. Technology Resource users must shut down and secure in an appropriate fashion Technology Resources which are not in use.

8. Any use of Technology Resources to facilitate illegal activity is prohibited. Technology Resources shall not be used to encourage or promote any activity prohibited by law or Norwayne Local Board of Education policy. Any misconduct or criminal activity discovered will be referred to appropriate authorities.

9. Use of the District's Technology Resources to access or transmit obscene, pornographic or violent materials or to transmit materials likely to be threatening, offensive or objectionable is prohibited. Such prohibited materials include, but are not limited to, "hacking" materials; racist material or hate literature; terrorism instructions, "recipes," or other dangerous information; profane or vulgar materials; threatening or inflammatory

3 of 11

Norwayne Local School District, Creston, Ohio

language; false or defamatory materials; disparagement of others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation; and any materials that advocate violating other's rights. In the context of legitimate educational purposes, the District may, with appropriate guidance, supervision and approval, allow research or investigation of some objectionable materials to allow students to be better prepared to recognize social harms and improve their ability to deal effectively therewith.

10. Use of Technology Resources for political, commercial or for-profit purposes, including fund-raising unless specifically authorized by the District administration, is prohibited.

11. Unauthorized access, use, modification, alteration, vandalism or destruction of Technology Resources or electronic information is prohibited. Any inappropriate use of Technology Resources that may hinder future use is prohibited. Technology Resource users are expected to respect the District's property and to follow any instructions from the Technology Coordinator, or his or her designee, regarding maintenance and care of equipment. Technology Resource users must promptly notify the Technology Coordinator of any need for service to Technology Resources.

12. Technology Resources may not be used in violation of copyright laws. Any copyrighted material placed on any system connected to the District network without the author's permission will be removed.

13. Technology Resources may not be used in violation of privacy laws and the unauthorized disclosure, use or dissemination of personally identifiable information concerning students is prohibited. All Technology Resource users are required to protect themselves and others by not issuing or releasing any personal or confidential information via the District's Technology Resources.

14. The Technology Coordinator may establish and enforce quotas for usage of available space on the District network. Technology Resource users are expected to remain within allocated disk space and delete e-mail or other materials which take up excessive storage space.

15. Technology Resource users must immediately notify the Technology Coordinator if they identify any security problem.

16. Technology Resources shall be used to play computer games only when authorized and deemed educationally appropriate and under the supervision of the classroom teacher/supervisor.

17. The District administration reserves the right to limit the times of access and to establish priorities among competing acceptable uses of Technology Resources.

18. All remote access and use of Technology Resources shall also be subject to all applicable requirements of this policy.

Norwayne Local School District, Creston, Ohio

B.   Norwayne Local Mobile Device Program Policies:

Upon acceptance of a Norwayne mobile device, the undersigned individual acknowledges that the mobile device is in good physical condition and in working order. If immediate inspection uncovers issues with the loaned mobile device, it will be immediately returned to the librarian and/or teacher.

I acknowledge my responsibility for the District network at all times during the course of this Agreement and therefore understand that I shall not allow any other person to have access to the District Network. I will adhere to all of Norwayne's policies and procedures governing the use of this District Network as defined in Norwayne Local District Acceptable Use Policy.

Software and Data Backup: No software is to be loaded onto student mobile devices without prior written approval of the Technology Department or his/her designee. It is the responsibility of the student/teacher to backup all data stored on the computer.

Repairs: I acknowledge that I am responsible for the cost of any needed repairs not covered by warranty, up to a $550 replacement cost. Mobile devices will be loaned out by the building librarian or the student's classroom teacher. All mobile devices are to be checked out and returned at the same location and within the same school day. Mobile devices are not to leave the school building.

Theft: The student is responsible for securing their mobile device at all times. In the event of a lost or stolen mobile device claim, I acknowledge that in the case of theft I am responsible for the first $550 of the replacement cost of the new mobile device. In the case of theft on school property, the student is responsible for contacting the building principal and/or teacher or librarian immediately upon discovery. The Norwayne Local Schools administrator will contact the local police having jurisdiction.

I understand that Norwayne Local Schools may assess me a late fee and/or replacement fee equivalent to the cost of a replacement mobile device should I fail to return the mobile device or return of property in a misused/non-operable condition.

C.   Standards of Conduct for Electronic Mail and Communications
      (Students):

      There will be no use of e-mail, chat room, bulletin boards (such as Facebook), instant messaging or other forms or systems of direct electronic communication by students, either internal or external to the District network that are not school/project related, without the prior written consent of the Technology Coordinator.

Norwayne Local School District, Creston, Ohio

(School Employees):

1.   The General Standards of Conduct for Technology Resource Use set forth above shall be equally applicable to electronic mail and messenger system use by school employees.

2.   In order to prevent the introduction of viruses or other harmful data or software into the District's computers and network, extreme caution should be exercised before opening any attachments to any incoming e-mail. If an e-mail attachment is not expected, is from an unknown source, or is an executable file (ending with .EXE or .COM), the attachment should not be opened and should be deleted immediately.

3.   Sending or forwarding unsolicited e-mail, chain letters or "spam" is prohibited. Global transmissions to large contact groups are also discouraged due to the strain placed on network resources.

4.   ***Be careful what you write.*** E-mail and electronic communications are written records which can be duplicated and altered at will. E-mail and messenger systems are not confidential or private, and all school employees should exercise common sense and restraint in their use of not only e-mail and other forms of electronic communication but also all Technology Resources for personal reasons, recognizing that electronic communications of public employees may constitute public records under state law. School employees are encouraged to keep their personal records and personal business at home.

5.   The use of e-mail or electronic communications to convey student information is prohibited, whether during or after school hours and whether on or off the District's premises, unless secured and approved by the Information and Technology Department. Instructional staff and the District administration may authorize the release of directory information about students, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

(Other Authorized Users)

There will be no use of chat room, bulletin boards, instant messaging or other forms or systems of direct electronic communication by volunteers, aides or other persons in the school for a specific school purpose, either internal or external to the District network that are not school/project related, without the prior written consent of the Technology Coordinator. If such consent is granted, the authorized user(s) shall be subject to the electronic mail and communications requirements that are applicable to school employees as set forth in this policy.

Norwayne Local School District, Creston, Ohio

D.   Standards of Conduct for Internet Use:

1.   The General Standards of Conduct for Technology Resource Use set forth above shall be equally applicable to all Internet use.

2.   Internet access over the District network may be provided only to school employees, students, and volunteers, aides or other persons in the school for a specific school purpose when authorized by the Technology Coordinator, or his or her designee. Student Internet access may be limited to specified times, as provided by the instructors and the District administration.

3.   Internet access over the District network is available only to support learning, to enhance instruction and to assist in the administration of the District. Internet access is to be used in a responsible, ethical and legal manner. All school employees, students and other authorized users are responsible for their actions and communications on the Internet.

4.   The District has implemented technology protection measures to block or filter materials which are obscene or harmful to minors. The District will restrict, to the extent practicable and technically possible, access to offensive information and materials. Because Internet access provides connections to computer systems located all over the world, the District cannot, however, control the content of all information and materials available on the District network.

5.   The District administration will determine whether any use of the network is inappropriate or unauthorized, or whether any Internet information and materials are objectionable. The District's decision will be final.

6.   Instructional staff must carefully monitor student Internet use to limit the possibility that students may access inappropriate materials or engage in inappropriate activity. Instructors should preview recommended sites and materials, and those selected for inclusion in coursework should be appropriate in light of the age of the students and relevant to course objectives. Instructional staff is expected to enforce all rules pertaining to student computer and Internet use and, if any instructional staff member becomes aware of student violations, he/she is expected to stop the activity and inform appropriate District administrators.

7.   All Technology Resource users must promptly report to the Technology Coordinator or another appropriate District administrator any inappropriate information or material they encounter when using the Internet or which they believe may be available based on Internet usage by other individuals.

7 of 11

Norwayne Local School District, Creston, Ohio

8.   Files downloaded from the Internet must be scanned with virus detection software before being viewed or opened. Internet users are prohibited from accessing or retrieving any relay chat or other real-time or "live" communications unless there has been prior clearance by an authorized supervisor. Peer-to-peer file sharing and torrent use are prohibited.

9.   The downloading and installation of programs from the Internet is prohibited without the prior written approval of the Technology Coordinator. Unauthorized programs will be removed without notice.

10.   Information obtained via the Internet is not always reliable and should be verified for accuracy, quality and completeness. Instructional staff should provide guidelines and lists of resources to assist students in effectively channeling their research activities. Instructional staff should also encourage students to develop skills to ascertain the truthfulness of information and distinguish fact from opinion.

11.   Distribution of student information, using any personal Internet service provider, whether during or after school hours and whether on or off the District's premises, is a violation of student privacy and is subject to disciplinary action.

E.   District Web Sites (See Web Page Policy, Appendix A)

The District has established a Web site, www.nowaynelocal.k12.oh.us, and will develop Web pages that present information about the District. The Technology Coordinator, or his or her designee, is responsible for managing the District Web site and may establish Web Site Publishing Guidelines to manage the posting of information to the District web site, the posting of any school, class or student web pages, and the creation of links to or from outside sources. All Web sites and pages hosted on the District network must reflect the professional image of the District and be consistent with the mission of the District. No personal web sites or pages may be placed on the District network without district policy compliance and prior approval.

F.   Disclaimers

The District does not guarantee the privacy of any information, including but not limited to e-mail messages or electronic communications or files sent or received via the District's Technology Resources. Any person utilizing any Technology Resource of the District understands and agrees that he/she is specifically waiving any expectations of privacy in communications, data and other information stored, displayed, accessed, communicated or transmitted thereon. The District reserves and will exercise the right to access, monitor, review, audit, log and intercept computer activity, Internet use, e-mail, electronic communications and other Technology Resource use by students, school employees and any other users, at all times and without notice. The District may edit or remove any materials from its Technology

Norwayne Local School District, Creston, Ohio

Resources which the District administration, in its sole discretion, believes may be objectionable or outside of individual storage limits. If any misconduct or criminal activity is discovered, the information or communications may be used to document said conduct and may be referred to the District administration and appropriate authorities. The use of a District provided password or code does not restrict the District's right to access, monitor, review, audit, log, and intercept electronic information or communications.

The District denies any responsibility for the accuracy, quality or completeness of any information available over the Internet. Furthermore, the District assumes no responsibility for any costs, liabilities or damages incurred through use of the District's Technology Resources.

Technology Resource users are responsible for archiving and backing-up all electronic information and communications which need to be retained. The District makes no guarantee that the functions or services provided by or through the District network will be error free or without defect. The District is not responsible for any damages incurred due to loss of data or delays in or interruption of services.

The Technology Coordinator may investigate any unusual activity involving the District's Technology Resources and may periodically report on the manner in which Technology Resources are being used.

Appendix A - Web Page Policy

Purpose
The district web page for Norwayne Local Schools (referred herein as the District page) is intended to project a positive image of the School District as an entity and to provide valuable communication between the District and the worldwide community.

Procedures
The District page will serve as the home page with links to each building. It is important to note that the District page will announce building events, building information and grade level communications when provided to the web team. It is the responsibility of each building to provide accurate and up-to-date information to web team members.

1) All web policy questions will flow through the Technology Coordinator to the Superintendent.

2) Building administrators will appoint staff member(s) to update schedules and post events as appropriate.

3) A District Webmaster can be appointed each year. This individual, if appointed, will be the building liaison responsible for periodically updating schedules, events, and information. The Webmaster, if other than the Technology Coordinator will be in direct contact with the Technology Coordinator on all questions of policy.

Norwayne Local School District, Creston, Ohio

Guidelines
Educational Value - Material to be published must not display, access, or link to sites deemed offensive by the NLSD Acceptable Use Policy. All published material must have educational value and/or support the district purpose, procedure and guidelines. There will be no vulgarities, no obscenities, and no disrespectful or harassing messages.

Publishing Policy - Only materials authorized by the building will be published on the District page. All personnel involved in publishing the District page must have on file, at their building, an Acceptable Use Policy signature page.

Student Safety - Photographs and digital images will only be used with written parental/guardian permission. To assure student safety, student's picture and name shall not appear on the same page. A stranger should never be able to connect a student's name with a face.

Content Monitoring/Auditing - The Technology Coordinator will regularly "visit" the District page to monitor accessible content, appropriateness, quality and educational value. Accordingly, the Superintendent or Technology Coordinator reserves the right to audit and/or adjust materials and/or activity on any District page.

Website Requirements
Copyright - All copyright laws and regulations must be followed. Proof of compliance must be maintained by the Webmaster/ Technology Coordinator.

Content restrictions -
  ▪ Each page will contain a statement indicating the date the site was last updated.
  ▪ Password restricted areas are prohibited.
  ▪ Links to staff or student "personal" web pages will not be included unless approved by the Technology Coordinator. "Personal" is defined as any page that was constructed and posted outside the Tri-County Computer Association domain. Linked "personal" pages must conform to the policies of Norwayne Local Schools.
  ▪ Links provided on District or building pages must be appropriate and relevant to the purpose of the web page or must serve as a curriculum enhancement. These might include sites that are historical, provide educational services or resources, provide information on co-curricular activities.
  ▪ Classroom projects (group) may be posted with teacher authorization. Individual projects may be posted with author consent without author name. Student (author) name will only be referenced with written parental consent. The written permission slip is to remain on file with a hard copy of the page posted.
  ▪ Care should be used to keep pages easy to read and fast loading. Large graphics, sound or video files should be avoided.

Protect Privacy - At no time shall any staff or student personal information (home address, e-mail address, or phone number) appear on published materials. All contact information should identify the webmaster. Staff photos will be used only with written consent.   10 of 11

Norwayne Local School District, Creston, Ohio

Partnerships
The District appreciates the support of area businesses and individuals. The District web page may be used as an area to recognize such support. Advertisements will not be permitted. Approval by the Superintendent must be obtained before posting any partnership credit.

Personal Responsibility
Deliberate tampering with or misuse of district network services, equipment or publication will be considered vandalism and will be handled as such. The building administrator will address all violations.

This policy will be updated, as the district deems necessary.

[Adopted: February 28, 2011]
[Revised: January 5, 2015]

11 of 11

Norwayne Local School District, Creston, Ohio

STUDENT COMPUTER NETWORK AGREEMENT FORM

I hereby apply for a student account on the District computer network:

Student Name:_____

Home Address:_____

City/State/Zip:_____

Home Phone:_____

I have read and I understand the **Acceptable Use and Internet Safety Policy** and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein. I further state that all information provided for the creation of this account is truthful and accurate. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student Signature:_____Date:_____

If I am signing this Agreement when I am under 18, I understand that when I turn 18, this Agreement will continue to be in full force and effect, and I will continue to abide by the **Acceptable Use and Internet Safety Policy.**

PARENTAL RELEASE FORM
(For students under 18 years of age)

I/We, _____, the parents(s) of

_____ (student name), have read, understand and agree to the **Acceptable Use and Internet Safety Policy** and its guidelines and regulations and we agree to its terms and conditions. I/We understand that access is being provided to the student for education purposes only. I/We confirm our child's intentions to abide by the terms and conditions therein. I/We are, therefore, signing this Agreement and agree to indemnify and hold harmless the School, School District and Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the **Acceptable Use and Internet Safety Policy.** Further, I/we also agree to supervise our child's use of the computer network from home or outside of the classroom. I/We hereby give permission for my/our child to use the building-approved account to access the School District's computer network and the Internet.

Parent Signature:_____   Date:_____

TWO-SIDED FORM – PLEASE COMPLETE BOTH SIDES

Norwayne Local School District, Creston, Ohio

PARENT'S OR GUARDIAN'S AGREEMENT

_____
Student's name

To be read and signed by parent(s) or guardian of students who are under 18:

I hereby give _____/decline _____publishing permission for my student's photo, digital image, and or project to be used for school related public media and/or appear on the Norwayne Local Schools District web page. In accordance with student safety standards, I understand that his/her name and no identifying information will appear on the same page as the herein referred to photo, digital image or project.

_____   _____
Parent or Guardian name(s)   (PRINT CLEARLY)   Parent or Guardian Signature

_____   _____
Address   Contact Phone   Date

Policy Adopted: February 28, 2011

PLEASE CONTINUE ON THE BACK OF THIS PAGE

Norwayne Local School District, Creston, Ohio