

# **Northview Public Schools**

## **Responsible Computer, Network and Internet Use Agreement**

### **Grades 5-12**

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#### **Overview**

Northview Public Schools provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources. The Northview Public School policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. Northview Public Schools also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The Technology Department maintains an Internet content filtering device and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

#### **Digital Citizen**

Northview Public Schools students use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.

Northview Public Schools provides an instructional plan to teach students appropriate online behaviors, including behavior on social networking sites as well as cyber-bullying awareness and response.

## Expectations

Responsible use of district technology resources is expected to be ethical, respectful, academically honest, and supportive of the district's mission. Each computer user has a responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with district policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record electronic activity in log files.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Use of electronic devices should be consistent with the district's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional use of computing resources to access proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Director of Technology or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

## **Policy Violations**

The school reserves the right to refuse access to electronic resources to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. Northview Public Schools may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Northview Public Schools' Grades 5-12 Internet Acceptable User Policy, approved by the Northview School Board, December 11, 2017.

## **Personal Network Device Policy**

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Personal network devices may be used in Northview Public Schools in accordance with the following policy. This policy is designed to protect the guest and the Northview Public Schools Network. Network access is available through the guest wireless network. This guest wireless network operates parallel to the existing Northview Public Schools wireless network and may be accessed by any wireless device. This guest wireless network provides filtered Internet access and related web-based services only.

Each time someone accesses the guest wireless network they agree to the terms listed below. If you wish to use the guest wireless network at Northview Public Schools, please familiarize yourself with the information below.

- Personal network devices include any privately owned networkable electronic device.
- Northview Public Schools will not be held liable for any damage that may occur as a result of connecting to the guest wireless network or any electrical power source.
- Northview Public Schools will not be held responsible for any damage, loss or theft of the personal network device.
- The guest wireless network is provided as is with no warranty as to usability for a particular purpose. Northview Public Schools will not be held liable for any disruption of service.
- Northview Public Schools reserves the right to inspect, at any time, any personal network device while connected to the guest wireless network. Northview Public Schools also reserves the right to disconnect any personal network device from the network for any reason without notice in order to protect the integrity of the Northview Public Schools Network.
- Guest wireless network access is provided for filtered Internet access and related web-based services only. Personal network devices will not be allowed access to Northview Public Schools printers, servers, user files, or user home directories.

- Personal network devices may be connected exclusively to the guest wireless network in Northview Public School buildings in the areas where this coverage is available.
- Illegal, destructive, harmful, or any other inappropriate activities including but not limited to computer hacking, harassment, accessing offensive/obscene materials, or engaging in illegal activities are strictly prohibited.
- Any person using a personal network device must abide by the Northview Public Schools' Acceptable Use Policy while connected to the guest wireless network or on school property.
- The owner of the device is exclusively responsible for how the device is used. The owner is responsible for the security of the device, including but not limited to having the latest security patches for its operating system installed and must be running anti-virus software with the latest virus definition files.
- The owner of the device is exclusively responsible for the configuration of the device. This includes network configuration. Northview Public Schools is not responsible for providing technical support for personal network devices.
- Student use of personal network devices in the classroom setting will be at the discretion of the classroom teacher.
- The device must not interfere with the normal function of Northview Public Schools' Network or other wireless devices.
- No mobile device may be used as a portable Wi-fi hotspot while on school grounds.
- The device must be free of spyware, adware, worms, viruses, Trojan horses, and peer-to-peer software.
- The device must be used as a client only and may not run server related services including but not limited to web hosting services, email services, or proxy services.
- The owner of the device, or in the case of a student their parents and/or guardians, agrees to be responsible for and to reimburse Northview Public Schools for any damage that may be caused by the personal network device or use thereof while connected to the guest wireless network.
- The device may not be used in a manner to intentionally circumvent content filtering, and/or network security. (Including VPN/proxies).

## NORTHVIEW PUBLIC SCHOOLS

### APPLICATION FOR NETWORK ACCESS, TERMS AND CONDITIONS FOR USE

I understand and will abide by the above Terms and Conditions for Network and Internet access. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

User Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Grade \_\_\_\_\_ Building \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

PARENT OR GUARDIAN (If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions for network/Internet access. I understand that this access is designed for educational purposes and Northview Public Schools has taken appropriate precautions to avoid inappropriate material. However, I also recognize it is impossible for Northview Public Schools to eliminate all potential access to controversial materials and I will not hold them responsible for materials acquired on the network/Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue access to my child and certify that the information contained on this form is correct. My child has read and understands the terms and conditions for use.

Parent or Guardian Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your interest and support of these resources at Northview Public Schools.**

**This page must be returned for new or continued access privileges.**