Elmwood Local School District--STUDENT
Acceptable Use Policy for Technology and Network Use

Technology tools and resources have had a profound influence in education, in the workplace, and in everyday life. Users of technology are challenged with discerning appropriate boundaries of use and recognizing potential risks of constantly emerging technologies. It is the Elmwood Local School District's intention to provide a framework of digital citizenship by which all technology users within the District will co-exist. This document establishes a standard of expected behavior of good digital citizens.

In order for the Elmwood Local School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for 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 the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Elements of Digital Citizenship

I. Guiding Question: Does your behavior represent good work ethic and productivity?

   A. Select appropriate task

- Work at school. Users are expected to use technology effectively and efficiently to complete school work, learning, collaboration, and educational research. Use is monitored and no privacy should be assumed. The District owns all data in the system.
- Separate work and personal. Elmwood staff and students are expected to use District provided and authorized accounts and services for school work and personal accounts for personal activities. Staff should limit online communication/interaction with students to Elmwood Schools provided or authorized services.
- Play at home. Personal, entertainment, and social use of technology should not be done during the school day and not with school resources.
- Promote at home. Use of school technology resources for political, religious, or commercial purposes is unlawful and is strictly forbidden.
- Access appropriate material. While Internet access in District schools is filtered, it is possible that students might access inappropriate material deliberately or by accident. Users may not create, access, distribute or share information about unsuitable material. If a student encounters questionable material, he/she should exit the material and report the incident to the teacher.
- Students should only use technology under teacher supervision.

B. Use of Internet Web based Applications for Twenty First Century Learning.

- Any online services provided to students, staff and/or parents, including but not limited to—Google Workspace for Education, Microsoft 365 Apps (aka Office 365), any Educational websites or web application sites, for educational use that are accessed from school or any outside locations.
- In addition, many of these services have individual End Use Licensing Agreements (EULA) which users must agree to (follow above links for further details on some of the services).

II. Guiding Question: Does your behavior diminish technology resources for other users in the District community?

A. Care for technology resources

- Leave resources in good working condition for the next user.
- Report technical problems to the teacher or IT Staff so that problems can be fixed.
- Avoid any behavior that interferes with the operation of school technology and network services. Disconnecting, changing configurations, hacking, breaking, mishandling, or other alterations will be viewed as

vandalism.
- Users must report any misuse of technology to a teacher or administrator.

B. Conserve resources
- Bandwidth. Our Internet and network bandwidth is shared amongst nearly 1600 users. Video, audio, games, and animations use a lot of bandwidth that will affect network and Internet speed. Only use what is needed.
- Server space. Users have plenty of server space to store their school work. Only store files necessary to do your work and clean out obsolete files. Users may not store anything that is not directly related to their school work on school drives.
- Consumables. Please do not waste consumables (paper, ink, etc.). Create, edit, submit, and present electronically when possible. Only print portions needed and final products.
- Energy. Turn off equipment when it will not be used again that day.

III. Guiding Question: Does your product improve knowledge and understanding?

A. Create responsibly
- Be sure projects and presentations shared with your classmates and with others in the online community contain well-documented, well-researched, accurate, and reliable information that is cited when appropriate.
- Proudly cite the work you have relied upon from other authors to build your knowledge base.
- Learn the difference between synthesizing from others' work and plagiarism. Never plagiarize.
- When publishing your own work online, include your first name, the date, and your grade level. When others find your work online they will know how to evaluate and cite it.

B. Communicate effectively
- Use technology as a tool whenever possible to create a polished, effective product.
- Keep in mind your potential audience (online or in-school communities) and purpose (to inform, to persuade, etc.).

C. Teach each other
- Remember that the work you learn, create, and share with others is more than "just a project"; it is a contribution to the body of knowledge from which the in-school and online community can learn and pass along.

IV. Guiding Questions: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?

A. Safety
- Keep private information offline.
- Be careful how you present yourself online. What you post may be viewed by anyone, including potential employers, etc.
- Treat others with kindness and respect.
- Protect yours and others' personal and professional reputations. High standards of online manner and conduct are expected from all users. Users should refrain from any behavior/activities that would reflect negatively on themselves and/or the District.
- Create a positive environment. Bullying, harassment, intimidation, or any behavior which disrupts a safe and positive learning/working environment is strictly prohibited. Report abusive behavior to a teacher or administrator.
- Students will participate in Internet safety instruction integrated into the district's instructional program in grades K-12.

B. Training: The training provided will be designed to promote the District commitment to:
- The standards and acceptable use of Internet services as set forth in the District Internet Safety Policy

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- Safety on the Internet
- Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- Cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
- Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

C. Security

- Protect your network accounts. Do not share usernames or passwords; do not leave an account unattended or allow others to use it.
- Create secure passwords with letters, numbers, and special characters.
- Only access your accounts and network locations. You may not use or access others' accounts. Do not access, modify, forward, or delete files created by another user without their permission.
- Be watchful to prevent viruses, spyware, and other malware from infecting the computer/network.
- Privacy of email or any electronic communication is not guaranteed and may become public information.
- Users are responsible for maintaining security of student information and other personally identifiable data and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations regardless of how information is accessed, transmitted, or stored.

D. Law and Ethics

- Users are responsible for following District rules and guidelines and state and federal law in their use of technology.
- Users will respect the ownership rights of work, ideas, or products and comply with plagiarism, copyright, and/or piracy laws. No illegal copying is permitted. Citing sources of information is expected.

Google Workspace for Education Policy (Elmls.net)

In order to use Google's services as provided to Elmwood Local Schools, all participants must be aware of, agree to, and adhere to the following:

- When utilizing *Google Workspace for Education* services, you are bound by the Elmwood Local Schools Acceptable Use Policy, found at http://www.elmwood.k12.oh.us.
- Anyone in the Elmwood Local Schools utilizing *Google Workspace for Education* services must agree and adhere to the Google Terms of Service that will be presented for review when creating your account.
- Anyone in the Elmwood Local Schools utilizing *Google Workspace for Education* services must be aware that their data may be stored in data centers outside the borders of the United States.
- As stated in the Elmwood Local Schools AUP, anyone in the Elmwood Local Schools utilizing *Google Workspace for Education* services acknowledges that Elmwood Local Schools has the ability to monitor, use, or disclose their data, and that Google provides Elmwood Local Schools the ability to do so.
- Anyone in the Elmwood Local Schools utilizing *Google Apps for Education* services will be supported through the Elmwood Local IT Staff.
- Anyone in the Elmwood Local Schools utilizing *Google Workspace for Education* services must acknowledge that Google can terminate their account if they fail to abide by the Google Terms of Service.

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Apps for Education
- All Apps added to devices must follow COPPA and FERPA laws.
- Each APP must be submitted for review with the proper screening work completed by the staff member requesting the APP.
- Additional APPS may collect student data, examples are EDPuzzle and Screencastify, but are not limited to these APPS
- Any Student age 13 or under will need parental consent to use third party web apps according to COPPA.

ELECTRONIC MAIL (E-MAIL)
Students in the Elmwood Local School District may be eligible to receive an email account and e-mail access.
Non-Acceptable Uses of Electronic Mail:
- Transmission of any material in violation of any US or state regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Use for-profit activities (consulting for pay, sales, etc.) or use for-profit institutions.
- Extensive private or personal use.
- Any malicious attempt to alter, destroy or reduce the usability of data of another user, agency, or network connected to the Elmwood Schools network through NOECA. Viruses, trojan horses, and worms are prohibited.
- Abusive language, vulgarities, obscenities and other inappropriate language, including reposting or quoting obscene and/or inappropriate material.
- Sending or forwarding or participating in chain letters

Violation of any of the above will result in the termination of e-mail access
Users should avoid excessive use of system resources by daily monitoring and deleting electronic mail.

Electronic mail (e-mail) is not guaranteed to be private. Mail may be delayed, misdirected or not be deliverable. System administrators reserve the right to monitor system resources and user accounts while respecting the privacy of the user account. School district administration may request access to electronic mail with due cause. The Elmwood Local School District retains the right to refuse an email account to any person without further justification.

Personal Devices
Malware attacks on school districts continue to rise across the world. To make sure our technology environment remains safe for all users, students are not to bring personal devices into the school and/or connect to our network. Failure to follow will result in school disciplinary action.

Consequences of Improper Use
Use of personal equipment to violate this Policy on school property is prohibited and is subject to search and seizure for up to thirty (30) days. Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences might include disciplinary action, loss of technology access, reimbursement of expenses and/or damages, and/or involvement of law enforcement agencies. If any infractions violate CIPA policy this will result in removal from the network for the remainder of the school year. In this instance the student would no longer be allowed to utilize school computers or the school network, even for school purposes.

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Infractions not involving CIPA policy will be handled in the following manner:

- First Offense: The student's network account will be disabled for a one-week period and the student will not be allowed to utilize school computers or the school network during that time period.
- Second Offence: The student's network account will be disabled until the end of 9 week grading period and the student will not be allowed to utilize school computers or the school network during that time period.
- Third Offense: The student's network account will be disabled for the remainder of the school year and the student will not be allowed to utilize school computers or the school network during that time period.

The District Network Administrator has the right to disable network accounts when an incident is reported by a teacher or staff member and the account will remain disabled until an investigation is conducted.

WEB RELEASE

I agree, without further obligation to me, to allow the use of my (or in the case of a parent signing for a minor child, his/her) name, city, state of residence, biographical material, voice, likeness or photograph by Elmwood Local School District. This use shall be limited to educational purposes, in connection with program publicity, for on-air and other promotional purposes, and for use on the school's web site.

No Warranties Created

The Elmwood Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the Elmwood Local School District, the Data Acquisition Site that provide the computer and Internet access opportunity to the Elmwood Local School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the Elmwood Local School District's network.

UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Elmwood Local Schools
Internet Authorization Form

_____
Print Student Name

Students at Elmwood Schools use technology and online resources to complete schoolwork and to develop important skills for their future. The Federal Children's Internet Protection Act requires parent permission for children to access the Internet at school. Please check items as appropriate and sign below…

_____ I give permission for my child to use and access the Internet at school.

_____ I have read and agree to abide by the Elmwood Local *Schools Acceptable Use Policy for Technology and Network Use.*

_____ I give permission for my child to use online communication tools (ex. Apps/extensions, Blogs, wiki's, forums, etc.) as prescribed by the student's teacher to fulfill classroom assignments.

_____ I authorize and license the Elmwood Local School District to post my child's class work online, provided only their first name accompanies the work.

_____ I agree, without further obligation to me, to allow the use of my (or in the case of a parent signing for a minor child, his/her) name, city, state of residence, biographical material, voice, likeness or photograph by Elmwood Local School District. This use shall be limited to educational purposes, in connection with program publicity, for on-air and other promotional purposes, and for use on the school's web site.

_____
Student Signature

_____
Parent Signature   Date

_____
Print Parent Name   Address

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