

Acceptable Use Policy

Galion City School District 2017-18

The purpose of the Acceptable Use Policy (AUP) is to promote the responsible and ethical use of technology resources including all devices, the Galion network, Internet, & e-mail by all users (students, staff, volunteers) within the Galion City School District. The Galion City School District believes the use of technology is an integral and vital aspect of all instruction.

Signing the AUP is required by the state of Ohio for all users and parents/guardians of students annually. Failure to sign this policy will result in the denial of technology resources. Violation of the policy shall result in limited or terminated access to technology, but can also result in detention, suspension, expulsion and/or legal procedures. In addition, students, staff and parents may be asked to sign a new policy to reflect new developments in the law or as they occur within the Galion Technology Department.

A. Internet Safety Education

Galion City Schools will provide instruction for students regarding various aspects of Internet Safety. These topics include, but are not limited to: digital footprint, cyberbullying, sexual predators, netiquette, privacy, and identification protection. Throughout each school year students in grades K-12 will be receive instruction in at a least one, but not limited to, the following methods:

- Online curriculum monitored by teacher or staff member
- Instruction constructed and delivered by teacher or staff member
- Assembly provided by staff member or guest speaker

B. General Access

- Use of GCSwifi, the Internet and all student accounts are privileges and can be limited or revoked for disciplinary reasons.
- Personal devices should only connect to the guest network with understanding that all activity can be monitored.
- Students cannot access or retrieve stored communications unless authorized to do so by one of the District Technology Coordinators.
- Any online activity during school hours should be educationally based. Proper netiquette will be expected at all times.
- Students should be respectful of others at all times. Constructive criticism of ideas should be used in blogging, collaborating or posting on any public platform.
- Students are prohibited from downloading any apps, software or utility without the permission of the technology coordinators.
- Users are prohibited from sending, accessing or possessing any material (documents, music or pictures) that would be considered inappropriate for school, including but not limited to: profanity, obscenity, racist, sexist, vulgar, or offensive.
- Galion's network is without warranty of any kind, either expressed or implied. The Galion City School district and its employees assume no responsibility for errors or

omissions. Neither is any liability assumed for damages resulting from the use of information or instructions contained herein.

C. Penalties for Improper Use

- Penalties will be determined by building level administration and will reflect of the severity of the violation.
- District administrators and technology coordinators reserve the right to monitor, access, inspect, intercept and take appropriate action for violation of the AUP, including activities engaged outside of the classroom that affect the well-being of self or others.
- Searches of school issued devices and/or personal devices will be based on reasonable suspicion and will be conducted by an administrator or one of the technology coordinators.

D. Internet Filtering and Safety Measures

The Galion City School District subscribes to an Internet filtering system to block access to visual depictions that are obscene, pornographic, or harmful to minors while connected to the network. However, as the Internet changes rapidly it is impossible to provide absolute protection. Therefore, Galion Schools claims no responsibility for incidental faults in the filtering process. Connecting to the Internet while off campus will require parental supervision.

- Unauthorized disclosure, use, and dissemination of personal identification regarding minors is prohibited.
- Social media, chat rooms, instant messaging is prohibited while connected to our network.
- Never post personal information about self to any site unless instructed by a teacher, administrator or technology coordinator and only for educational sites/programs that have been approved by the Galion City Schools.
- Never share passwords, **including your lunch code**, to another student or allow someone to login to your device or any of your accounts.
- Unauthorized access to another user's information, "hacking", is prohibited.
- Users must never send/post a photo of self or another to someone who they have only communicated with online. Nor should they agree to meet someone who they have only communicated with on the Internet. - Parents should always be aware of online activity.
- Know what privacy settings and location services are available with each site or app that you use; only enable them with permission from your parent, teacher, administrator or technology coordinator.

E. Websites and Social Media

Web sites and Social Media using the name "Galion City Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by one of the District Technology Coordinators and/or the Superintendent. The district reserves the right to monitor and remove links to these sites that are contrary to the district's best interest. All content created using district issued equipment,

including information stored on the network becomes property of the Galion City School district. Any web page created without authorization from the district shall contain the following disclaimer: *This is not an official website of the Galion City Schools. The views and opinions expressed herein are solely those of the creators of this site. The Galion City School district does not control or guarantee the relevance, timeliness, or accuracy of the information on this site.*

F. Ethical Use of Material

- Users are held accountable for abiding by the ethical use of digital material found on the Internet.
- Computer software is protected by federal copyright laws. Students are prohibited from engaging in unauthorized duplication, distribution, or alteration of any licensed software.
- Students must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Students must not use software that they know has been illegally copied.
- Sharing of documents used in class is encouraged and permitted when it is assigned or part of a class project. Sharing of documents other than with a teacher's instruction is considered cheating and will be treated as such.

G. User Responsibilities

- Maintain the good condition of all issued devices and accessories. (charger, brick, ext. cord, headphones, keyboard, iPad cover and/or bag)
- Student is responsible for bringing the device to school with fully charged battery
- Device is securely locked up in a classroom iPad cart, locker or taken home at the end of each day - Device should never be left in hallway, locker rooms or bathrooms.
- Content storage - abides by teacher(s) instruction
- Content on the device - inappropriate material including any content downloaded, shared with, or created on the device is subject to disciplinary action.
- Lost, stolen, or damaged device needs reported to the building principal or technology department immediately
- Device not working properly should be turned into the technology staff for repair or replacement. Users/parents/guardians are not authorized to attempt repairs or to contract with anyone other than the school's tech department.

H. General Care of the Device

- Students or staff may not deface or destroy any device or accessory in any way.
- iPad covers should never be removed by anyone other than the technology department.
- Identification labels on the device should be left intact and should be replaced as necessary by a member of the technology department.

- When transporting the device, it must be in the carrying bag provided by the school. Using it while walking is not acceptable.
- Students are expected to treat the device with care at all times.
- Leaving a device lying in a hallway, dropping it or tossing it carelessly is not acceptable.
- Students should protect the device from extreme heat or cold.
- Device should not be left in a vehicle overnight.
- Students should protect the device from weather, all liquids, food and pets.
 - No devices should be near food or drink at any time.
- Heavy objects should not be placed on top of the device.
- Students should use care when plugging in the power cord and make sure it does not become a tripping hazard or a temptation for a pet to chew.
- Devices should be turned off before being placed in the carrying bag.
- Laptops should not be placed on or under soft items such as a pillow, chair, cushion, blanket or clothing. This will cause the computer to overheat and may result in damage to the device.
- Devices will charge quicker when turned off.
- Users should not allow their battery to drain completely

I. Yearly Usage Premium is required for all students grades 3-12

- Grades 3-4 \$20.00
- Grades 5-8 \$40.00
- Grades 9-12 \$40.00
- Users will be held financially responsible for willful acts of negligence and/or the loss of the device, its accessories, and power cords.
- Users will not be financially responsible for defective parts or normal wear.

Signature Page
2017-18 Galion City Schools

Visit www.galionschools.org for access to all district forms.

AUP & Guidelines

_____ My child and I have read / understand the Acceptable Use Policy.

_____ My child and I have read / understand the guidelines for using equipment issued to me.

_____ (Student Name Printed)	_____ (Student Signature)	_____ (Grade)
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_____ (Parent/Guardian Name Printed)	_____ (Parent/Guardian Signature)	_____ (Date)
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