

## **Acceptable Use Policy**

### **Galion City School District 2018-19**

To access and use District Technology Resources, including all computers/iPad, digital equipment, school and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission. Student and Parent's name and parent's signature must be provided on the District Signature page prior to receiving and using District Technology Resources. Students eighteen (18) and over may sign their own form.

The purpose of the Acceptable Use Policy (AUP) is to ensure responsible and ethical use of all technology resources within the Galion City School District. The Galion City School District believes the use of technology is an integral and vital aspect of instruction. Violation of Board Policy shall result in 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 when new developments 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 receive instruction in at least one of, 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. Network Access**

- District Technology Devices will use of GCswifi for daily connection to the Internet by students
- The district provides a guest network for access to the Internet on personal devices. The guest network is CIPA-compliant, non-secured for use by students, parents, and other visitors while on school property. Any non-Board-approved communication devices or non-authorized users must be pre-approved by the District Technology Director
- All student accounts are privileges and can be limited or revoked for disciplinary reasons.
- Students are prohibited from using a personal hotspot to access internet during school hours.
- 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.
- The Technology Department has the right, at any time, to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using District Technology Resources.

- Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Individual users have no expectation of privacy related to their use of District Technology Resources.
- All 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 outside of the apps provided to them in the student's Self Service app.
- 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 the severity of the violation.
- District administrators and Technology Department reserve the right to monitor, access, inspect, intercept and take appropriate action for violation of the AUP and Board Policies, including activities engaged outside of the classroom on a District issued device that affect the well-being of self or others.
- Searches of school issued iPads and/or Personal Communication Devices (PCDs) will be based on reasonable suspicion and will be conducted by an administrator and/or a member of the Technology Department.

### **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 or others 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 pass codes, passwords, **including your lunch code**, to another student, or allow someone to login to your iPad or any of your accounts.
- Unauthorized access to another user's information, "hacking", is strictly 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**

Websites 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 the District Technology Director. 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 Technology Resources 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.
- Students are prohibited from engaging in unauthorized duplication, distribution, or alteration of any copyrighted material.
- Sharing of documents used in class is encouraged and permitted when it is assigned or part of a class collaborative project. Other than with a teacher's instruction, sharing documents, including pics/screenshots, is considered cheating and will be treated as such.

#### **G. User Responsibilities in iPad Care**

- Maintain the good condition of all issued iPads and accessories. (charger, brick, ext. cord, keyboard, iPad cover and/or bag)
- Student is responsible for bringing the iPad to school with fully charged battery. Failure to do so will result in disciplinary action in accordance with the school's behavior management plan.
- iPad will be securely locked up in a classroom iPad cart, locker and/or taken home at the end of each day
- iPad should never be left unattended in a classroom, gym, cafeteria, bus etc.
- iPad should never be taken into a locker room, or bathroom.
- Content storage abides by teacher(s) instruction.
- Lost, stolen, or damaged iPad needs reported to the technology department immediately.
- iPad 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.
- iPad covers should never be removed by anyone other than the technology department.
- Identification labels on the iPad should be left intact and should be replaced as necessary by a member of the technology department.
- When transporting the iPad, it must be in the carrying bag provided by the school.
- Students are expected to treat the iPad with care at all times. Financial charges will be assessed for damages due to rough treatment, including but not limited to, dropping, tossing, stepped on, liquids, or negligence in the care of iPad.
- iPad should not be left in a vehicle overnight and should be protected from extreme heat or cold.
- Heavy objects should not be placed on top of the iPad.
- 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.
- Users should not allow their battery to drain completely.

#### **I. Yearly Usage Premiums**

This premium is required and not waivable for all students in grades 3-12

Grades 3-4 \$20.00

Grades 5-12 \$40.00

#### **J. Financial charges**

- Charges will be assessed for defacing, damaging or destroying any iPad or accessory based on current replacement costs of parts or accessories.
- Users will be held financially responsible for willful acts of negligence which result in damage and/or the loss/theft of the iPad, its accessories, and power cords.
  - In case of home theft, an official police report must be provided to a District Administrator and/or the technology department.
- Users will not be financially responsible for defective parts, normal wear or accidents that occur in school **and** are witnessed by a school staff member.
- Failure to return iPad and it's accessories in the event of withdrawing from the district or at the end of year collection will result in financial charges at full replacement value and/or theft charges.

#### **Accessory Replacement Costs**

iPad Bump Armor Bag	Grades 5-12	\$20.00
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iPad Charger	Grades 3-12	\$10.00
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iPad cover	Grades 3-8	\$40.00
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iPad covers with detachable keyboard	Grades 9-12	\$100.00
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