

## **Acceptable Use Policy Galion City School District**

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### **Purpose**

The Board of Education is committed to the effective use of technology to both enhance the Quality of student learning and the efficiency of District operation.

To access and use District Information & Technology Resources including all computers/iPad, digital equipment, school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission. Permission will be acknowledged by the signatures of all parent/guardians of students in PreK-12 and all students in grades 6-12 located in the District's online forms platform, (e.g. Final Forms). Students 18 years of age or older may sign with a parent or guardian's permission. Students' use of District Information & Technology Resources is a privilege, not a right. They can be limited or revoked for disciplinary reasons.

The purpose of the Acceptable Use Policy (AUP) is to promote the responsible and ethical use of all District Information & Technology Resources within the Galion City School District. The Galion City School District believes the use of District Information & Technology Resources is an integral and vital aspect of all instruction. This policy, along with policies contained within the Student Code of Conduct and/or Student Handbook further govern students' use of personal communication devices. (See policy 5136 and Policy 7530.02)

Violation of Board 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/guardians may be asked to sign a new policy to reflect new developments as they occur within the law or within the Galion Technology Department.

### **Internet Safety Education**

Students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined by Bylaw 0100, to interact with others online; communicating with other individuals in chat rooms/messaging apps, or

through blogs, audios/videos (e.g. podcasts); recognizing what constitutes cyberbullying; understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

Galion City Schools will provide instruction for students regarding the aforementioned aspects of Internet Safety 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

## Network & Filtering

The District shall maintain a network(s) reserved for district owned devices for employees and students to use for work/school purposes.

- The District provides a guest network for access to the Internet on personal devices that students may access after school hours. The guest network is CIPA-compliant, non-secured for use by students, parents, and other visitors while on school property.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time while using District Information & Technology Resources. This includes connecting to a personal hotspot to bypass the filtering system. Such disabling will cease to protect against access to materials that are prohibited by CIPA. Any student or staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined.

As the Internet changes rapidly it is impossible to provide absolute protection. Therefore, Galion City Schools claims no responsibility for incidental faults in the filtering process. Galion's network and filtering system 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.

Connecting to the Internet while off campus will continue to be filtered with the same parameters as on the campus. Parent/Guardian supervision of the student's use of iPad while off campus is required.

## Monitor Access

The school District reserves the right to monitor, access, inspect, intercept, and take appropriate action with respect to all District Information & Technology Resources and communications. Common examples of when the District may need to access computers, software or stored communications include: investigation of suspected misuse of the iPad, email, or Internet; conducting system repairs; or any other legitimate purpose in accordance with school policy or Federal, State, or local law.

Based on reasonable suspicion the District also reserves the right to search and seize any computer resources used by students, whether school or personal property, such as computers, laptops, cell phones, iPads, flash drives, Email, Internet materials, etc. The search will

be conducted at the discretion of the District, and the Systems Coordinator and/or Director will be involved in all searches. This may include monitoring of the network, server, and computer logs.

Teachers, and staff members as assigned, will monitor students' online activity while at school. Monitoring may include, but is not limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to visually observe, review browser history.

## Digital Content & Privacy

Users have no right or expectation of privacy when using District Information & Technology Resources. This includes personal files, email, and records of their online activity when using District Information & Technology Resources.

As previously mentioned, the District will provide tools used to protect students' online experience to the best of our ability as well as exercise the right to filter, and monitor online activity and use of District Information & Resources. However, it is the responsibility of parents/guardians to be aware of online activity outside of school hours.

The District provides a variety of apps that have been deemed safe and are available to students through a self-service app.

- Students are prohibited from attempting to download any apps, software or utility outside of the apps provided to them in the student's self service app provided by the District.

Unauthorized access to another user's information, or hacking accounts is considered identity theft.

- Never share pass codes, passwords, **including your lunch code**, with another student, or allow someone to login to your iPad or any of your accounts.

Unauthorized audio/video recording is prohibited.

- Students are prohibited from recording teachers, administrators and fellow students either through audio or video recording without permission of the individual being recorded.
- Students are prohibited from using an image/likeness of teachers, administrators and fellow students in a way that is deemed inappropriate or is used to defame another person's image or character.

Unauthorized disclosure, use, and dissemination of personal identification regarding minors is prohibited.

- 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.
- Users are prohibited from sending, accessing or possessing any material (documents, music, **images or audio/video**) that would be considered inappropriate for school, including but not limited to: profanity, obscenity, racist, sexist, vulgar, offensive or **harassing in nature**.

Social media, chat rooms, and instant messaging are prohibited while connected to our network.

- Users must never send/post a photo of themselves or another to someone who they have only communicated with online.
- Never agree to meet someone who they have only communicated with on the Internet.
- Know what privacy settings and location services are available with each site or app that is used; only enable them with permission from your parent, teacher, administrator or technology coordinator
- Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Proper netiquette will be expected at all times.
- Students should be respectful of others at all times. Criticism of ideas should be constructive when used in blogging, collaborating or posting on any public platform.
- All online activity during school hours should be educationally based.

## Web Sites / Social Media / Blogs

The purpose of content, apps and services is to educate, inform and communicate. The following criteria shall be used to guide the use of such content, apps and services.

Content created for web pages, apps and services must comply with the State and Federal laws, (e.g. copyright laws, CIPA, Section 504, ADA, COPPA) and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's Mission Statement, and staff-created content, apps and services are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

1. Educate - Content should be suitable for use by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.
2. Inform - Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities and departmental policies.
3. Communicate - Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

Staff members are prohibited from requiring students to go to the staff members' personal web pages/websites (including but not limited to their Facebook, Instagram, Pinterest, YouTube, TikTok sites) to check grades, obtain class assignments and/or class-related materials or to turn in assignments.

Any creation of content, apps, and services by students must be done under the supervision of a professional staff member and are subject to Policy 5722 - School Sponsored Publications and Productions.

- 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 plagiarism or cheating and will be treated as such.

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 Information & 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.***

## Artificial Intelligence / Natural Language Processing Tools

Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP") exist to accomplish a variety of tasks. It is the Board's policy that students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete their work.

The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students'

unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand and interpret large amounts, such as text documents or social media posts. This can be particularly useful for research projects of data analysis assignments (e.g., scientific experiments and marketing research).
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP for a specific class assignment, they should ask their teacher.

## 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 a fully charged battery. Failure to do so will result in disciplinary action in accordance with the school's behavior management plan. Users should not allow their battery to drain completely.
- 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.
- Lost/missing or stolen iPad needs reported to the technology department immediately.
- Damaged iPad and/or 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.
- Do not insert paper or photos in the iPad case or add stickers to the iPad case.
- 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, stepping on, liquids, or negligence in the care of iPad.
- iPads 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 making sure it does not become a tripping hazard or a temptation for a pet to chew.
- Users should take care in plugging in and removing headphones/earbuds. In the event the tip breaks off, it the iPad should be brought to the technology department for removal.

### Penalties for Improper Use

- Penalties will be determined by building level administration and will reflect the severity of the violation.
- District Administrators and the 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 a District Administrator and/or a member of the Technology Department.

### Financial Responsibility

All students in grades K-12, including those who participate in the Galion Online Academy will be assessed a yearly Usage Premium. This premium is required and not waivable.

- 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.
- 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 or car theft, an official police report must be provided to a District Administrator and/or the Director of Technology.
- In the event of withdrawing from the district, the iPad must be returned to the school within two weeks of the student's last day. Inability to meet this requirement must be communicated with the Director of Technology. Failure to return the iPad will result in one of the following: a) charges of theft, b) financial charges at full replacement value, c) reported to collection agency.

### Accessory & Replacement Costs

• Hotspot	\$40.00
• Hotspot Charger	\$20.00
• Bump Armor Bag	\$20.00
• iPad Charger	\$20.00
• Broken iPad screen	\$80.00
• Cover w/o keyboard	\$40.00
• Covers with Keyboard	\$100.00
• iPad in a standard case	\$300.00
• iPad in a keyboard case	\$400.00

