

# Norwood Public Schools Internet & Cell Phone Use Agreement

## School Year 2015-16

You must read and agree to follow the network rules below to use your network account or access the internet.

Norwood Public Schools makes available to students access to computers and the Internet. Students are expected to use computers and the Internet responsibly and for **school related purposes only**.

Use of the Norwood Public Schools network is a privilege. Violation of conditions of use may result in that privilege being taken away in whole or in part by school district personnel. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Please review the "Norwood Public Schools Student Handbook."

**As a condition of the privilege to use the Norwood Public Schools Network and Internet service, I understand and agree with the following:**

### **I will use computing resources responsibly**

- I will use the Internet and other computer resources for **academic activities only**.
- I will only play educational games authorized by my teacher, instructor or librarian. No other game playing is allowed.
- I will follow the guidelines for printing set by my teacher or school.
- I will only save material on school computers or Google Drive appropriate for educational use.
- I will not transmit or deliberately access obscene, indecent, harassing, defamatory, or otherwise offensive material in any form.

### **I will use computing resources safely**

- I will not give out my name, picture, address, e-mail, or any other personally identifying information online, unless specifically directed by my teacher for online classes or to access the College in Colorado web site.
- I will not give anyone my username and password and I will not use anyone else's username and password.
- I will only access chat rooms, bulletin boards, blogs, or post to an Internet site with explicit teacher permission and for specific school related purposes only.

### **I will use computing resources respectfully**

- I will not deliberately attempt to harm or destroy data on any system on the network or Internet. I will not damage computer equipment or alter computer settings.
- I will not access or alter other student's accounts or files.

### **I will use computing resources in a manner that respects the intellectual property of others.**

- I will not install, store or distribute unauthorized software or materials.
- I will turn in work that I have created myself. If I borrow or copy material from other sources, I will properly cite those sources.

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### Network Bandwidth Considerations:

- Users should strive to maintain appropriate bandwidth for school-related work and communications. Students shall not access streaming sites such as Pandora, Netflix, YouTube and other bandwidth intensive streaming sites.
- Norwood Public Schools does not guarantee connectivity or the quality of the connection with personal devices.
- Norwood Public Schools reserves the right to block student access to any site it deems inappropriate or that uses an excessive amount of the network bandwidth.

**Bring Your Own Device (BYOD) Policy:** Norwood Public Schools is allowing some students to bring their own internet devices to use for academic purposes. For the purpose of this program, the word “device” will include any approved electronic devices capable of accessing the internet, such as cell phones, tablets, computers, etc. The following rules apply to student owned devices brought to school for use in the BYOD program:

### Prior Approval:

Students must obtain approval to bring in a personal device PRIOR to bringing it to school. Students will be informed in class if they are eligible to participate in the BYOD program.

### BYOD Guidelines:

- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Under no circumstances are students allowed to access the internet via cellular services (i.e. Data Plan) on their cell phone, tablet, or other cellular enabled device while on campus. All internet access must be via the school’s wireless network.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission. Students must provide their own headphones.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files and internet sites which are relevant to the classroom curriculum.
- Students must use only their own login account to access the school’s wireless network.

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### Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Norwood Public Schools' technology staff is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students are prohibited from:
  - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to "hacking."
  - Altering or bypassing network security policies.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a teacher or school administrator.

### Lost, Stolen, or Damaged Devices:

- Each user is responsible for his/her own device and should use it responsibly and appropriately.
- Norwood Public Schools takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.
- Norwood Public Schools is not responsible for maintaining or troubleshooting student devices.

### Right to Terminate of BYOD Program:

Norwood Public Schools reserves the right to remove individual students from the BYOD program at any time for any reason that it deems is in the best interest of the school.

Norwood Public Schools reserves the right to terminate the BYOD program at any time at its sole discretion.

**Cellular Service Policy:** Cell phone use is covered by the BYOD policy and the cell phone policy covered in the Student Code of Conduct. I agree to follow those policies and the specific policies stated below:

### High School:

Students will not use a personal cell phone while in class except as otherwise allowed under the BYOD section of this agreement. Cell phones are to be deposited in a designated container in each

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classroom upon entering the room and picked up at the end of class. High School Students are permitted to use cell phones during passing periods and lunch.

### **Middle School & Elementary:**

Middle School and Elementary have a **no cell phone policy**. Students are not allowed to use cell phones at school other than as allowed by the BYOD policy. Cell phones brought to school are to be kept off or silenced and out of sight. Teachers may give students permission to use a cell phone for a specific class purpose. In such case, the BYOD policy applies.

### **All Students:**

Any student found violating the cellular service policy will lose the right to use personal cellular devices for the remainder of the semester. This is a one-strike policy.

### **Emergency Use:**

Per the Norwood Public Schools Conduct Code, cell phone **use is prohibited during an emergency such as lockdown or evacuation**. During an emergency, teachers will collect all student cell phones. This is to keep the cellular system clear for emergency personnel use only.

### **Google Apps for Education**

Norwood Public Schools is participating in the Google Apps for Education program. As part of the program students will be assigned a school e-mail address and access to Google Apps for Education. Apps include Google Docs for creating documents, spreadsheets and presentations, Google Drive for storing files on the cloud so they can be accessed by the student from home or anywhere else via the internet, and other education related apps as determined by their teachers and the administration. If you have questions about this please contact the Principal or the Director of Technology for more information.

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I understand and hereby agree that:

- I have read and will abide by the above agreement.
- I am responsible for what is done on my computer account.
- School district personnel have the right to review any material sent, e-mailed, or accessed through a District computer or District provided network account.
- School district personnel have the right to inspect all material stored on a District computer or Google for Education account. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a District computer or District provided network account.
- District personnel can edit or remove any material that it believes may be unlawful, obscene, indecent, harassing or otherwise objectionable.
- The district does not promise that the functions of the Internet service will meet any specific requirements you may have, or that the Internet service will be error-free or uninterrupted.
- I cannot use computing resources to violate district policies, federal or state laws.
- District administrators have the final say on what constitutes a violation of Internet policies.
- Those violations include but are not limited to all points in this agreement.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

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

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please keep pages 1-4 of this internet agreement for your records. Please have the student and one parent or guardian sign page 5 and return it to the District office. Students will not be given access to the District network or the internet until the District has received this signed agreement.**