**Student Technology and Online
Acceptable Use Guidelines**

Technology and online resources provide valuable opportunities for research, curriculum support, and career development.   Toward this end, the NPS provides a number of technology and online resources to students.   With such great possibilities for education also comes the potential for abuse. Members of the Newton Public Schools community are responsible for appropriate use of technology and online resources. General school rules for behavior and communications apply.

The purpose of the Student Technology and Online Acceptable Use Policy and Guidelines is to ensure that students utilize access in a responsible manner consistent with the educational purpose of providing these resources. By accepting access to these resources, students are charged with the responsibility to use them appropriately.

NPS reserves the right to place reasonable limits on materials posted or accessed through its technology and online resources.

Through education, supervision and responsible use, the Newton Public Schools believe that the Internet can be used safely and effectively. In addition, the instructional technology and library teachers have developed a series of lessons to promote use of the Internet in safe and responsible ways at the elementary and middle school level. Even with these safeguards in place, however, there is no absolute guarantee that users might encounter objectionable material.

APPLICABLE POLICIES

  1. <u>Newton Public Schools Technology and Online Acceptable Use Policy</u>

Use of Newton Public Schools'(NPS) technology devices, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites shall be utilized in a manner consistent with NPS' educational mission. Thereby, demonstrating respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security. Expectations for staff or student appropriate behavior and communication apply to use of NPS' technology devices, including personal devices while using NPS' online resources, Internet, learning and data systems, and social media sites. Any use of NPS' technology devices, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites that is contrary to this Policy or applicable Guidelines is unacceptable and prohibited.

2. Student Technology and Online Acceptable Use Policy

Students are expected to use technology, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites, appropriately at all times. If students fail to do so, strict restrictions will result that may include direct staff supervision at all times. A staff liaison will notify a parent or guardian when necessary. Misuse of any school technology devices, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites might result in discipline, pursuant to the Student's Rights and Responsibilities Handbook. The Newton Public Schools have established Student Technology and Online Acceptable Use Guidelines ("Guidelines"), which will be found on the Newton Public Schools' website, that govern the acceptable use of NPS' technology and online resources by students.

STUDENT TECHNOLOGY AND ONLINE ACCEPTABLE USE GUIDELINES

Students who use the NPS technology and online resources must abide by the terms of the Student Technology and Online Acceptable use Policy and Guidelines. Any student who violates the terms of this Policy may have her/his network access privileges suspended (other than directly supervised access during classroom instruction) and/or restricted and may also be subject to a disciplinary action in accordance with the Rules of Behavior and Discipline set out in the Students' Rights and Responsibilities Handbook.

Technology and Online Resources Usage Guidelines:

Technology and online access must be consistent with, and directly related to, the educational objectives of the Newton Public Schools.

Violations of the Policy and Guidelines include, but are not limited to, the following conduct:

1. Revealing personal information such as last names, addresses, telephone numbers, photographs, etc. that could identify the user or other students.

2. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)

3. Using profane, obscene, vulgar, threatening, defamatory, abusive, discriminatory, bullying, harassing or otherwise objectionable or criminal language in a public or private message.

4. Threats to any person or organization.

5. Violating copyright laws or plagiarism. (Users should assume that all materials available on the Internet are protected by copyright.)

6. Sending "spam, chain letters" or "broadcast" messages to lists or individuals or subscribing to "listserves" or "newsgroups" without prior permission.

7. Seeking, accessing, or downloading material that is not relevant to assignments or coursework.

8. Using technology for non-educational purposes or activities.

9. Attempting to harm, modify or destroy data or work of another user.

10. Attempting to gain unauthorized access to system programs or technology, including attempts to override any firewalls or filters established on the network.

11. Vandalizing school technology or online resources by causing physical damage, reconfiguring the computer system, or destroying data.

12. Failing to log off the technology device at the request of staff member.

13. Using the Newton Public Schools technology or online resources for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.

14. Using the Newton Public Schools technology or online resources for commercial purposes. Users may not create web pages or use network services to advertise or sell products or services and may not offer, provide, or purchase products or services through the Newton Public Schools network, unless approved as a school assignment or project.

15. Using the technology or online resources in a way that would violate any law, policies of the Newton Public Schools or the Students' Rights and Responsibilities Handbook such as accessing, creating or transmitting websites or messages that are pornographic or obscene, threatening, discriminatory or meant to harass.

16. Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

The Newton Public Schools assumes no responsibility for:

• Any financial obligations arising out of unauthorized use of the system.

• Any cost, liability or damages caused by a user's violation of these guidelines.

• Any information or materials that are transferred through the network.

- The reliability of the data connection. The Newton Public Schools shall not be liable for any loss or corruption of data resulting while using the network.

- A student's illegal distribution (pirating) of software.

If a student finds materials that are inappropriate while using the Newton Public Schools technology network, s/he shall refrain from downloading this material and shall not share the material with other students.

If a student encounters any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Newton Public Schools, that student is obligated to report his/her discovery of such material to a teacher or to his/her principal.

You must immediately disclose to your teacher any message that you receive that you believe is inappropriate or that makes you feel uncomfortable.

Privacy

Technology and online resources, including the Internet, are public and are the property of Newton Public Schools and should not be considered private or confidential. Copies of all information created, sent or retrieved are stored on the district's back-up servers.

NPS reserves the right to access and monitor all use of technology and online resources as it deems necessary and appropriate. These purposes include, but are not limited to ensuring the safe and proper use of resources. Where appropriate, communication including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Penalties and Violations

A violation of the terms of this the Student Technology and Online Acceptable Use Policy and Guidelines may result in suspension or restriction of technology and online resource access (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Newton Public Schools as set forth in the Students' Rights and Responsibilities Handbook and could also result in criminal prosecution where applicable.

The Newton Public Schools will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through the Newton Public Schools technology or online resources.

Please sign online in SKYWARD

PARENT/GUARDIAN ACKNOWLEDGEMENT OF TECHNOLOGY AND ONLINE ACCEPTABLE USE POLICY AND STUDENT TECHNOLOGY AND ONLINE ACCEPTABLE USE GUIDELINES

As a parent or guardian of this Newton Public Schools' student, I hereby acknowledge that I have read the Technology and Online Acceptable Use Policy and Student Technology and Online Acceptable Use Guidelines of Newton Public Schools and have discussed it with my child. I understand that technology and online resources access is provided in Newton Public Schools for educational purposes and that student use of any other purpose is inappropriate. I recognize that it is impossible for NPS to restrict access to all controversial materials, and I will not hold NPS responsible for materials acquired on the NPS network.

My signature below indicates that I understand the Technology and Online Acceptable Use Policy and Student Technology and Online Acceptable Use Guidelines and accept the Policy and Guidelines as written.

Student Name: _____
               Print Name

Parent/Guardian Name: _____
               Signature

Parent/Guardian Name: _____
               Print Name

School: _____

Date: _____

Please sign online in SKYWARD

<u>STUDENT ACKNOWLEDGEMENT OF TECHNOLOGY AND ONLINE ACCEPTABLE USE POLICY AND STUDENT TECHNOLOGY AND ONLINE ACCEPTABLE USE GUIDELINES</u>

As a Student of Newton Public Schools, I understand that the use of NPS technology and online resources are for school-related purposes and I am responsible for using them appropriately. I understand that these resources are owned by NPS and are not private. NPS has the right to access my information at any time. I understand NPS administrators will decide what conduct is inappropriate use if such conduct is not specified in the Student Technology and Online Acceptable Use Guidelines. I will use technology and online resources in a manner that complies will all laws and regulations. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

I understand and I will abide by the Student Technology and Online Acceptable Use Guidelines. I will not use any technology or online resource in such a way that would disrupt the activities of other users. I understand the consequences of my actions could include the possible restriction of technology and online privileges and/or school disciplinary action as stated in the Students' Rights and Responsibilities Handbook.

My signature below indicates that I understand and accept the Technology and Online Acceptable Use Policy and Student Technology and Online Acceptable Use Guidelines.

Student Name: _____
                    Signature

Student Name: _____
                    Print Name

School: _____

Date: _____