



Student Acceptable Use Policy

(Authorization For Electronic Network Access, Internet Access, and Student Technology Use)

General Information

Elmwood Community Schools District 322 enhances your child's education through the use of technology, equipment, communication networks, and Internet access. The goal of the district in providing use and access to these items and services is to promote educational excellence by facilitating resource sharing, innovation, communication, and most of all— digital literacy. Just as students need to be literate in language, mathematics, and the sciences, students must also be literate in technology and technology use. District 322 believes access to these resources supports the educational mission of the district, enhances the teaching and learning opportunities for students and staff members, are of significant value in the learning process, and prepare students for future success.

Roles and Responsibilities

Students and parents are asked to check the boxes below this information to digitally sign this authorization policy to acknowledge their responsibilities as they relate to the use of technology, equipment, communication networks, and Internet access. With the educational opportunities that technology creates also comes the need for responsibility.

Elmwood Community Schools District 322 recognizes that the unregulated availability of information and communication on the Internet requires that the school district establish reasonable controls and regulation for lawful, efficient, and appropriate use of technology and Internet access.

Elmwood Community Schools District 322 will filter access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in an educational environment. If a filter has been disabled or malfunctions, or if a student bypasses or otherwise accesses inappropriate materials, the district is not responsible for that use or access.

Elmwood Community Schools District 322 establishes that student use of district provided computers, devices, and other technologies, access to local networks, and access to the Internet is a privilege and not a right. Students are required to comply with this policy and the accompanying rules. Students who violate this policy and/or rules can have their privileges revoked. Students who violate this policy and/or rules may also be subject to further disciplinary and/or legal action.

All Elmwood Community Schools District 322 technology, equipment, communication networks, and Internet access remains under the control, custody, and supervision of the district and its personnel. Elmwood Community Schools District 322 reserves the right to monitor all student use of equipment, technology, and network/Internet access. Students should have no expectation of privacy in their use of district technology, equipment, communication networks, and Internet access.

Elmwood Community Schools District 322 establishes that reasonable precautions will be taken to supervise student use of district technology, equipment, communication networks, and Internet access. However, Elmwood Community Schools District 322 recognizes that the district and its personnel cannot reasonably prevent all inappropriate uses of district technology, equipment, communications networks, and Internet access, including communication with persons outside of the district, access to objectionable and/or illegal materials, and any other violations of District 322 School Board policies and/or procedures and/or school rules.

The use of inappropriate material or language, or violation of copyright laws, may result in the loss of technology, equipment, communications networks, and/or Internet access privileges. Students are and will be held responsible for their actions, but please remember that parents or guardians are ultimately responsible for the actions of children under eighteen (18) years of age of whom they are legal guardians.

By checking the boxes below you are digitally signing this form, and indicating an acknowledgment is made that Elmwood Community Schools District 322 is not responsible for any student misuse of district technology, equipment, communication networks, and/or Internet access. By checking the boxes below and digitally signing this form, the acknowledgement is also made that as a student or parent, you are responsible for your own actions or the actions of your child as it relates to the use of district technology, equipment, communication networks, and/or Internet access.

Authorization

All use of Elmwood Community Schools District 322's technology, equipment, communications networks, and Internet access shall be consistent with the district's goal of promoting educational excellence by facilitating safe and appropriate use as described in both this document—the "Authorization For Electronic Network Access, Internet Access, and Student Technology Use" Policy—and Elmwood Community Schools District 322's Acceptable Use Policy (listed online via the district's website and available to me at any time).

The failure of any user to follow the terms of the Acceptable Use of Electronic Networks policy or the expectations laid out in this document will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Parent Authorization and Agreement

By checking the box below, I am indicating the following. I have read this Authorization policy. I understand that access is designed for educational purposes and that District 322 has taken precautions to eliminate problems and inappropriate materials. However, I also recognize it is impossible for the district to eliminate all problems and restrict access to all inappropriate materials. I will hold harmless District 322, its employees, agents, or board members for any harm caused by the district's technology, equipment, communications networks, and/or Internet access (including any and all materials accessed through the Internet). I accept full responsibility for supervision if and when my child or children's use is not in a school setting. I also accept full responsibility for my child or children's actions with and use of District 322's technology, equipment, communications networks, and Internet access (including any and all materials accessed through the Internet). I have discussed this form and the Acceptable Use of Electronic Networks policy with my child or children. I hereby request that my child or children be allowed access to Elmwood Community Schools District 322's technology, equipment, communications and electronic networks, and Internet access.

Student Authorization and Agreement

By checking the box below, I am indicating the following. I understand and will abide by the information in this policy and the information presented in the Acceptable Use of Electronic Networks policy. I understand that the district and/or its agents may access and monitor my use of technology, equipment, communications networks, and Internet access (including my e-mail and any other materials attached my use of the district's property and electronic and communications networks) without proper notice to me. I also understand that should I commit any violation of district policy, my privileges and access to the district's technology, equipment, communications networks, and Internet access may be revoked, and school disciplinary action and/or legal action may be taken. I hereby release Elmwood Community Schools District 322 and its employees, agents, and board members from any

claims and damages arising from my use of—or inability to use—the district’s technology, equipment, communications and electronic networks, and Internet access.

Network/Communications Access Policies and Agreement

- I, the parent/guardian of my child, have read, understand, and agree to the above information and policies.
- I, the student, have read, discussed with my parent/guardian, understand, and agree to the above information and policies.
- I, the parent/guardian of my child, have discussed the above information and policies with my child and he/she understands and agrees to follow all network/communications policies.

Authorization for Google Suite (G-Suite) For Education Account

General Information

Elmwood Community Schools District 322 provides a Google Apps for Education account for all students in grades K-12. This Google Apps account provides students in grades K-12 with a district e-mail address (studentname@elmwood322.com) and all students access to various Google applications to create, edit, and share documents, spreadsheets, presentations, websites, etc. from any computer that has access to the Internet. This authorization form confirms that the parent or guardian is authorizing Elmwood Community Schools District 322 to set-up, maintain, and grant access to a Google Apps for Education account (including an e-mail account for students grades K-12) for his or her child or children. This authorization form also confirms that the parent or guardian and his or her child or children have read through, understand, and accept all of the following: the Technology Use and Internet Access Policy, the Acceptable Use Policy (available to them at any time on the Elmwood Community Schools District website), and the Personal Learning Initiative Policy. I understand that Elmwood Community Schools District 322 is not responsible for any inappropriate use of this Google Apps for Education Account and that my child or children, and by extension myself as the parent and/or guardian, is responsible for any misuse or inappropriate conduct via this Google Apps for Education account, including the use of e-mail.

Parent Authorization

By checking the box below, I am indicating my digital signature and confirming that my child or children has/have permission to have a Google Apps for Education account (including a student e-mail account through the Google Apps for Education system).

Student Authorization

By checking the box below, I am indicating my digital signature and confirming all of the following. I understand my responsibilities as a student in regards to the use of my Google Apps for Education account (including the expected appropriate use of my student e-mail account). I also understand that I may not:

- Use the Internet at school to connect to websites which are inappropriate, obscene, offensive, etc.
- Send or display offensive messages, pictures, video, or audio via e-mail or any other means.
- Use inappropriate language.
- Harass, insult, bully, or attack others in any way via e-mail, social media platforms, or by any other means.
- Change settings, download software, or tamper with security on any equipment via physical or digital means.
- Violate copyright laws or any other laws.
- Move, delete, or change any other person’s work on the network or any other storage device.
- Use another person’s account, account credentials, or access any other person’s data besides my own.
- Intentionally waste limited resources.
- Use the school’s Internet connection for commercial purposes.
- Share personal information about others without their permission.
- Share school passwords or my own passwords with other students.
- Pose as another person while using any form of electronic communication.

I understand that:

- These rules apply whether I am using a school provided device or a personal device that I have brought from home.
- Elmwood Community Schools District 322 has the right and uses the right to monitor my accounts, activity, and use of all electronic networks (including Internet access and other communications networks).
- My student e-mail account and network account will be suspended if used inappropriately in any way or out of accordance with the expectations set forth in the Acceptable Use Policy, the Personal Learning Initiative Policy, and/or the Technology Use and Internet Access Policy.

Google Apps For Education Policies and Agreement

- I, the parent/guardian of my child, have read, understand, and agree to the above information and policies.
- I, the student, have read, discussed with my parent/guardian, understand, and agree to the above information and policies.
- I, the parent/guardian of my child, have discussed the above information and policies with my child and he/she understands and agrees to follow all Google Apps For Education policies.