

### **III-05 Student Acceptable Use Policy/Google Suite for Education**

Northern United Charter Schools (“NUCS” or the “School”) adopts this Student Use of Technology Policy and Acceptable Use Agreement.

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. The School offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The School Governing Board intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

#### **Educational Purpose**

Use of school equipment and access to the Internet via NUCS equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use school resources only in a manner specified in the Policy.

**“Educational purpose”** means classroom activities, research in academic subjects, career or professional development activities, NUCS approved personal research activities, or other purposes as defined by the School from time to time.

**“Inappropriate use”** means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

#### **Notice and Use**

The School shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before a student is authorized to use the School's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold NUCS or any of the School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the School and NUCS personnel for any damages or costs incurred.

#### **Safety**

The School shall ensure that all school computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While NUCS is able exercise reasonable control over content created and purchased by the School, it has limited control over content accessed via the internet and no filtering system is

100% effective. Neither the School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence.

To reinforce these measures, the School Director or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The School Director or designee also shall establish regulations to address the safety and security of students and student information when using email, social media, and other forms of direct electronic communication.

The School Director or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, social media, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.<sup>1</sup> Students are expected to follow safe practices when using school technology.

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<sup>1</sup> "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have one or more of the following effects:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

As used in connection with "bullying," an "electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- A message, text, sound, video, or image.
- A post on a social network Internet Web site, including, but not limited to:
  - Posting to or creating a "burn page" (i.e., an Internet Web site created for the purpose of bullying).
  - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects of bullying. To create a "credible impersonation" means to (knowingly and without consent) impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - Creating a false profile for the purpose of having one or more of the effects of bullying. A "false profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to NUCS, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of NUCS computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Director or designee shall block access to such sites on school computers with Internet access.

The Director or designee shall oversee the maintenance of the School's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the School's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

## **Google Suite for Education**

The School utilizes Google Suite for Education for students, teachers, and staff. The following services are available to each student and hosted by Google as part of NUCS's online presence in Google Suite for Education (GSFE):

**Mail** - an individual email account for school use managed by NUCS.

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- An act of cyber sexual bullying. The term "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects of bullying. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. The term "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

**Calendar** - an individual calendar providing the ability to organize daily activities and assignments.

**Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is similar to Microsoft Office.

**Sites** - an individual and collaborative website creation tool.

**Classroom** - a tool allowing teachers to create and collect assignments in a paperless manner.

Using these tools, students collaboratively create, edit and share files and information for school related projects and communicate via email with other students and teachers. These services are entirely online and available anytime from any Internet connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations. GSFE services may be added or removed as deemed appropriate by NUCS.

#### **Guidelines for the Responsible Use of Google Suite for Education by students:**

- **Official Email Address.** Students will be assigned a *username@nucharters.org* email account. This account will be considered the student's official NUCS email address until such time as the student is no longer enrolled with NUCS.
- **Prohibited Conduct.** The *Student Acceptable Use Policy* above applies to GSFE.
- **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of NUCS. NUCS maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or NUCS policies have occurred. In such cases, the alleged violation will be referred to a school Administrator for further investigation and adjudication.
- **Security.** NUCS cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, NUCS cannot assure that users will not be exposed to unsolicited information.
- **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. NUCS and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. NUCS reserves the right to access the *username@nucharters.org* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

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## Acceptable Use Agreement

The School believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

- **Security.** Students shall not impair the security of NUCS technology resources. Students are expected to:
  - Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
  - Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
- **Authorized Use.** Students may use the School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.
- **Protection Measures.** While the School is able exercise reasonable control over content created and purchased by NUCS, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither NUCS nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. The student and parent agree not to hold the School or any NUCS staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. They also agree to indemnify and hold harmless the School and NUCS personnel for any damages or costs incurred.
- **Inappropriate Use.** Northern United Charter Schools technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the School's technology primarily for educational purposes. Students shall not use NUCS technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:
  - Playing games or online gaming, except for educational purposes
  - Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights
  - Installing software on School equipment without the permission of a teacher or other authorized NUCS staff person
  - Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material
  - Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law
  - Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process

- Conducting for-profit business
- Using hacking tools on the network or intentionally introducing malicious code or viruses into the School's network
- Using any software or proxy service to obscure either the student's IP address or the sites that the student visits
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures
- Accessing or attempting to access material or systems on the network that the student is not authorized to access
- **No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by NUCS and provided to students for educational purposes. The School may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The School reserves the right to access stored computer records and communications, files, and other data stored on School equipment or sent over the Schools' networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of NUCS equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.
- **Disruptive Activity.** Students should not intentionally interfere with the performance of the NUCS's network or intentionally damage any NUCS technology resources.
- **Unauthorized Networks.** Students may not create unauthorized wireless networks to access the School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
- **Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline, which may include loss of access to School technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
- **Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

After reading the Student Acceptable Use Policy/Google Suite for Education and the Acceptable Use Agreement, please complete this form to indicate that you agree with the terms and conditions provided. The signature of both the student and parent/guardian are mandatory before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.