



Northome School

Internet and Wireless Device Implementation and Acceptable Use Procedure

Northome School / ISD 363 is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st century skills they need to be self-directed learners. We believe effective teaching and learning includes the effective use of technology and the internet to best prepare each student for the world in which he/she will live. To accomplish this vision, the District regularly uses wireless technology and internet connectivity in our school. Wireless technology is used in two different ways: designated classroom devices and take home devices. Our goal in providing these services is to promote educational excellence in schools by facilitating resource-sharing, innovation, and communication.

The use of the District's technology resources is a privilege, not a right. This privilege is not transferable or extendible to other people and terminates when a student is no longer enrolled in our District. If a person violates any of the user terms and conditions identified in this policy, privileges may be terminated, access to the School District technology resources may be denied, and the appropriate disciplinary action shall be applied.

Please read the entire policy thoroughly before signing. The signatures at the end of this document are legally binding and indicate that the parties who have signed it have read the terms and conditions carefully and understand their significance.

INTERNET ACCEPTABLE USE

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. The school district will make every effort to prevent or restrict access to controversial materials available on the Internet. The smooth operation of the Internet relies on the proper conduct of its users who must adhere to strict guidelines. In general, these guidelines require efficient, ethical, and legal utilization of the network and its resources. If a School District 363 user violates any of these guidelines, his or her privileges could be denied by administration, and future access could possibly be terminated, school disciplinary action could be taken, and/or appropriate legal action could be taken.

The purpose for your access to the Internet is to support research and education. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material (i.e. violence, bombs, racism, pornography), or material protected by trade secret.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate, and their decision will be final. In general, punishment for inappropriate use will be an administrative decision. Future access could be denied if the infraction is severe enough. Teacher rules may be further restrictive.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive with any messages you may send to others.
- Use appropriate language. Do not curse, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden. Any messages to or in support of illegal activities will be reported to the authorities.
- Do not reveal your personal address or phone number or addresses or phone numbers of other students or staff.

- Do not use the network in such a way that you would disrupt the use of the network by others.
- Students may only use e-mail with the permission of the administration.
- All information and communications accessible via the school network should be assumed to be private property.
- Comply with school district policies.
- All provisions of the acceptable use policy are subordinate to local, state, and federal law.

School District 363 makes no warranties of any kind, whether expressed or implied, for this service it is providing. The district will not be responsible for any damages suffered such as loss of data or service interruptions, or unauthorized financial obligation resulting from use of school district resources/accounts to access the Internet. Use of any information obtained via the Internet is at your own risk. School District 363 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem, contact the supervising staff member or school administrator immediately. Do not demonstrate the problem to others. Do not use anyone else's account without their written permission. Attempts to access the Internet or email as a system administrator will result in cancellation of your privileges. Any user identified as a security risk or having a history of network abuses may be denied access to the Internet.

Any vandalism to the computer hardware or software will result in the cancellation of privileges. Software vandalism includes, but is not limited to, any malicious attempt to harm or destroy the data of another user or any agency connected with the Internet. Downloading, uploading, or creating a computer virus is also considered vandalism.

WIRELESS DEVICE IMPLEMENTATION AND ACCEPTABLE USE

The following requirements and guidelines apply to our wireless device policy.

I. Student Responsibility

- A) Students are expected to use wireless devices appropriately for educational purposes.
- B) Students are expected to have their District-owned devices in school each day with a fully charged battery. Forgetting a wireless device, charging cable or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Students have the ability to recharge their device at school if necessary. Repeated failure to bring the wireless device to school or failing to charge the battery may result in the loss of take home privileges for the student.
- C) Students are responsible for downloading to the wireless device any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless internet access at home, students must do this before school, during the school day, or after school.
- D) Students may load photos on their District-owned wireless device, as long as all content complies with the District policy. Students may not change the preset screensaver/background picture set by the school. The use of music on the wireless device during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate music or photos may result in the loss of the wireless device and/or other disciplinary actions.
- E) Students may not attempt to reconfigure the software of the district's wireless device. All apps, software and files installed on the wireless device must be approved by administration. If non-conforming apps or software are discovered on District-owned wireless devices, the wireless devices will be restored to the school set of software, and disciplinary actions may be enacted.

- F) The technology staff is not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the wireless devices. Device memory priorities will be dedicated to educational purposes as determined by the District.
- G) Students are encouraged to store documents, worksheets, notes and other files on their wireless device, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Drive.
- H) Students attempting to hack or jailbreak the wireless device will be subject to disciplinary action.
- I) Students will not be allowed to personalize the case provided by the school.
- J) Students are discouraged from printing and encouraged to use email and cloud storage solutions.
- K) Students are not allowed to change, share, or remove passwords or pass codes on school-issued devices. The technology staff will change passwords for students upon request.

II. Parental expectations

- A) The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the wireless device at home.
- B) Parents are responsible for filling out and signing the Student-Parent Agreement format the back of this handbook.
- C) If necessary, parents are expected to assist their child in filling out any forms needed to report theft or damage. If there are any issues with the device (damage, theft, locked screen), please fill out the District Incident Report and turn it in to the technology department.
- D) Parents are encouraged to become familiar with the wireless device and help ensure the use of the technology to track their child's progress Parents should ensure that only the student assigned to the District-owned wireless device uses it.

III. Terms of Wireless Device Loan

- A) Wireless devices will be distributed at the discretion of the District administration upon confirmation that the Student-Parent Agreement form has been signed and returned.
- B) Legal ownership of the wireless devices remains with the District. The use of the wireless device is a privilege extended to students and is conditional upon compliance with the requirements of this handbook and all other District policies.
- C) Student wireless devices and accessories will be checked in at the end of each school year at a date and time determined by the District administration. Students who graduate early, transfer, withdraw, or are suspended or expelled will return the wireless device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same wireless device previously assigned to them.
- D) The District reserves the right to repossess the wireless device and accessories at any time. The District may also choose to limit and/or withdraw home use.
- E) Permission for an elementary student to take a District-owned device home will be at the discretion of the classroom teacher.

- F) Failure to return the property in a timely fashion may result in law enforcement involvement.
- G) Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- H) The wireless devices will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using ISD 363 equipment or technology systems.
- I) If technical difficulties arise with a wireless device or non-conforming content is discovered, the wireless device will be restored by tech staff. If the tech staff needs to restore a wireless device, the District is not responsible for the loss of any content put on the wireless device by the student.
- J) The use of any wireless device during instructional time is governed by the classroom teacher. Failure to follow the instructions of the teacher will result in disciplinary action.

IV. Care and Responsibility for Wireless Devices

- A) Each wireless device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the wireless device itself in any fashion.
- B) Wireless device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the wireless devices.
- C) Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord.
- D) School wireless devices must be kept in the protective cases at all times. Report problems and any damage to technology staff immediately.
- E) Students should never put weight on the wireless device, stack items on top of them, or wedge them tightly into a backpack or case. The wireless device case should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- F) Liquids, food, and other debris can damage wireless devices. Wireless devices should be in cases and away from food and liquids at all times.
- G) Wireless devices should not be exposed to temperature extremes. Students should not leave the wireless device in any location where the temperature falls below freezing or exceeds 95 degrees. If the wireless device is cold, it should be allowed to warm up to room temperature before use. A wireless device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

V. Financial Costs

- A) Students/Parents are responsible for the full cost of damage to the District-owned wireless device and accessories they are loaned. Failure to pay for damage may result in legal consequences.
- B) Replacement and repair costs charged will be the actual costs incurred.

V. Security and Theft Prevention

- A) A District-owned wireless device may ONLY be used by the student to whom it is assigned. The student may not loan their device to anyone else.
- B) The student is responsible for the security of the wireless device at all times. The wireless device should never be left unsecured. When not with the student, the wireless device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the wireless device.
- C) Students should keep personal information about themselves and others off the wireless device. Passwords are personal information and must be kept private. Passwords and codes are not to be shared for any reason. It is the responsibility of the student to keep his or her information secure.
- D) Damage or hardware issues must be reported immediately to the appropriate school personnel. If possible, a loaner device may be provided for the student throughout the repair/replacement process. There may be a delay if there are no devices available. Please fill out the District Incident Report to report all issues with the iPad (damaged, lost, not working).
- E) Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a District Incident report through the school office.

VII. Network Connection for Personal Devices (ie. cell phones, personal laptops or tablets)

- A) The District is not responsible for the loss, theft, or damage of any personally owned cell phones or devices that are brought to school.
- B) Students using a cell phone or personally owned device are permitted only connect to the School District's open guest Wi-Fi network before and after school. There will be no Wi-Fi connection available to students during the school day.
- C) Students using cell phones or personally owned devices are strictly prohibited from connecting to the staff or other building Wi-Fi.
- D) The District is not responsible for servicing, troubleshooting or technical support for cell phones or personally owned devices.



**Northome School
Internet and Wireless Device Implementation and
Acceptable Use Policy**

Student and Parent Agreement

South Koochiching-Rainy River Independent School District #363 has an individual student wireless device check-out program, wherein every student K-12 is checked-out a District owned device for use in school and for homework and assignments. Your student will be using wireless technology throughout the rest of their schooling. While the school will provide technology to many students, students are expected to take great care when handling this new equipment and treat every item as if it were their own, as well as abide by the guidelines set forth in this handbook.

The terms/conditions outlined in this handbook will help to ensure proper care is taken in using the equipment. Furthermore, adherence to the guidelines in this handbook will help allow for increased technology in future years for even more students.

By signing this agreement, all parties agree to the guidelines established in this handbook. Refusal to follow these guidelines, or neglect in following these guidelines, may result in the loss of this privilege.

I understand and will abide by the above Internet and Wireless Device Implementation and Acceptable Use Policy for School District 363. I further understand that any violation of the above regulations is unethical and may in some circumstances constitute a criminal offense violation of law. Should I commit any violation, my access privileges may be revoked and further school disciplinary or appropriate legal action may be taken.

Student Printed Name

Grade

Student Signature

Date

As the parent or guardian of this student, I have read this policy. I understand that this access is designed for educational purposes. School District 363 has taken precautions to prevent or restrict access to controversial material. However, I also realize it is impossible to completely restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the Internet. I hereby give permission for my child to have access to the Internet at School District 363.

I have read the entire policy above and agree to abide by and assist my student in abiding by the Internet and Wireless Device Implementation and Acceptable Use Policy for School District 363.

Parent/Guardian Printed Name

Relationship

Parent/Guardian Signature

Date