

NORWAY J7 SCHOOL DISTRICT  
**TECHNOLOGY ACCEPTABLE USE POLICY**

This policy is intended to provide students, staff, and citizens with parameters for acceptable use of District computers, hardware, software, telecommunications equipment, phone, or network lines that are owned or leased by the Norway J7 School District. Telecommunication is the Internet, a global "network of networks". Telecommunications, including the Internet, offers a wide range of resources to support research and education for both students and staff.

Student, staff, and citizens in the Norway J7 School District who have access to district technology at school must use it in accordance with established guidelines. The use of the equipment shall be only for legitimate educational purposes including school work, assignments, research, lesson preparation or completion, peer communications, career or college and technical school searches or job searches, and or other information gathering or sharing as it relates to education or the person's job responsibilities. Uses for personal financial gain, entertainment, recreational, or purely personal uses are not authorized. Students or staff using these resources for purposes not clearly articulated in this policy or guide lines, are required to request and receive permission from a teacher or job supervisor. All uses shall conform to copyright laws. The ethical, legal, and practical problems caused by inappropriate use of these resources shall be taught to all students in the district's curriculum.

Use of technology systems is a privilege that can be revoked without cause. Users of the technology systems must file an authorization and release form to be granted those user privileges. The superintendent or designee shall develop administrative guidelines and directives as necessary to assist in the interpretation and implementation of this board policy and guidelines.

**The Norway J7 School District includes the following guidelines for our acceptable use policy. Users are expected to abide by the following:**

1. Be polite and use appropriate language, written and oral. Do not use profane, obscene, derogatory, threatening or otherwise inappropriate language, symbols, or pictures.
2. Keep personal information private. Do not reveal personal address or phone number of yourself or others.
3. All files, including but not restricted to email, have no guarantee of privacy. In addition, the District reserves the right to inspect all accounts to ensure they are used in accordance with District policies.
4. Do not disrupt the use of the network by others. Do not reveal your password or use another's password. Do not use any user name except your own. Do not change anything that does not belong to you.
5. Represent your school and yourself in a positive manner.
6. Do not harm/destroy data, accounts, systems, networks or hardware of any user, network or school property. Do not interfere with another user's equipment or program. Vandalism will not be tolerated.
7. Files may be downloaded ONLY WITH PERMISSION of systems operator, instructor, instructional staff or superior.
8. Do not engage in any illegal activities. No inappropriate use or misuse will be allowed. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret.
9. Refrain from any activities that lead to personal or financial gain. Use of political and commercial purposes is also prohibited. Do not use for recreational, entertainment or purely personal purposes unrelated to schoolwork or job responsibilities. Do not communicate credit card numbers, bank account numbers or other financial information.
10. Respect copyright and other intellectual-property rights. Copying files or passwords belonging to others is a violation of school district policies, a violation of law, and may constitute fraud, plagiarism, or theft. Software licensed by the District must only be used in accordance with the applicable license. Damaging information or



modifying it without authorization is unethical, a violation of district policies, and may be a felony in Wisconsin. This includes altering data, introducing viruses, or deliberately damaging files.

11. Respect the rights of others to freedom from harassment or intimidation. Sending abusive or unwanted material may violate the law and is unacceptable.
12. Identify yourself clearly and accurately in electronic communication. This means you must use your user name only. Misrepresenting your name is a serious abuse and violation of district policies. Falsifying a name or using someone else's name is also a violation of district policies and constitutes fraud.
13. Abide by security restrictions on all systems. Making your own password or another person's password or access code known to others is a violation of this policy. Attempting to evade, disable or "crack" passwords and other security provisions or assisting others in doing so is also a violation of this policy. Do not use resources signed on by other people.
14. Use resources efficiently. Respect restrictions on computing resources, such as storage space, time limits and amount of resources consumed. These restrictions are designed to ensure fair access for all users.
15. Recognize limitations to privacy in electronic communications. Electronic mail is not guaranteed to be private. People who operate the system do have access to all communications.
16. Accept responsibility for your own work, maintaining the integrity of what you create. Keep backup copies of important work. Properly use the features for securing or sharing access to your information on any computers you use. Change your password periodically and do not share it with anyone.
17. Do not bring, use, or install software from home or outside.
18. Ask permission or clarification from a teacher or supervisor on any aspect of this policy or guidelines that is unclear to you before using the equipment.

### **Consequences:**

Sole Administrative discretion will be used in determining consequences of inappropriate use of hardware, software, or communication devices that include but are not limited to:

- Suspension and long-term loss of privileges
- Loss of privileges indefinitely
- Financial charges for repair, replacement or services
- Legal action.

\*Appeals may be made to the Superintendent or designee; Offenses are subject to progressive discipline.

NORWAY J7 SCHOOL DISTRICT  
TECHNOLOGY ACCEPTABLE USE AGREEMENT

387.1

As a condition of using technology in the Norway J7 School District, I agree to the following:

1. I will abide by such rules as adopted by the Norway J7 School District including the District Technology Acceptable Use policy.
2. The Norway J7 School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have and to such material. I will not attempt to copyright or sell any material created as a result of District employment without employer permission.
3. All information and services available on the District's network are placed there for informational purposes, which I use at my own risk and without warranty.
4. The Norway J7 School District does not warrant the function of the District's networks to meet any specific requirements I may have, or that the networks will be error free or uninterrupted. Norway J7 School District staff is not liable for any damages incurred in connection with the uses, operation, or inability of the networks.
5. In consideration for using online networking and having access to public networks, I hereby release the Norway J7 School District and its officers, employees, and agents from any claims and damages arising from my use, or inability to use the technology.

I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may be revoked and disciplinary action taken.

PRINT USER NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

(Student)

USER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Student)

(If you are under the age of 18 a parent/guardian must also read and sign this agreement.)

**PARENT OR GUARDIAN**

As the parent/guardian of this student, I have read the Acceptable Use policy. I understand that this access is designed for educational purposes. I recognize it is impossible for the Norway J7 School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue access and/or an account for my child.

PRINT PARENT/GUARDIAN NAME

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_

**SPONSORING TEACHER**

(Must be signed if the applicant is a student)

I have read the Acceptable Use policy and agree to promote this agreement with the student. Because use may vary for individual work or in the context of another class, I cannot be held responsible for student use of the network.

PRINT SPONSORING TEACHER NAME

\_\_\_\_\_

SIGNATURE OF SPONSORING TEACHER

\_\_\_\_\_ DATE: \_\_\_\_\_

**SIGNED FORM MUST BE RETURNED TO OFFICE BEFORE STUDENT IS ALLOWED ON  
NORWAY J7 SCHOOL DISTRICT'S NETWORK SYSTEM.**