

## Norwood-Norfolk Central School District Student Access to Computer Network

### District Internet Rules

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communications on the network are public in nature and general school rules for behavior and communication apply.

The network is provided for students and staff to conduct education work and research. Parent or guardian permission is required for students who wish to have a network account. Filling out the attached form is a requirement prior to having an account created. Access to the school network and computer is a privilege, not a right.

Network storage areas (network drives) will be treated like school lockers. The IT Department reserves the right to review any files, folders, and/or activity on any account at any time without the users knowledge.

### Rules of Acceptable Use

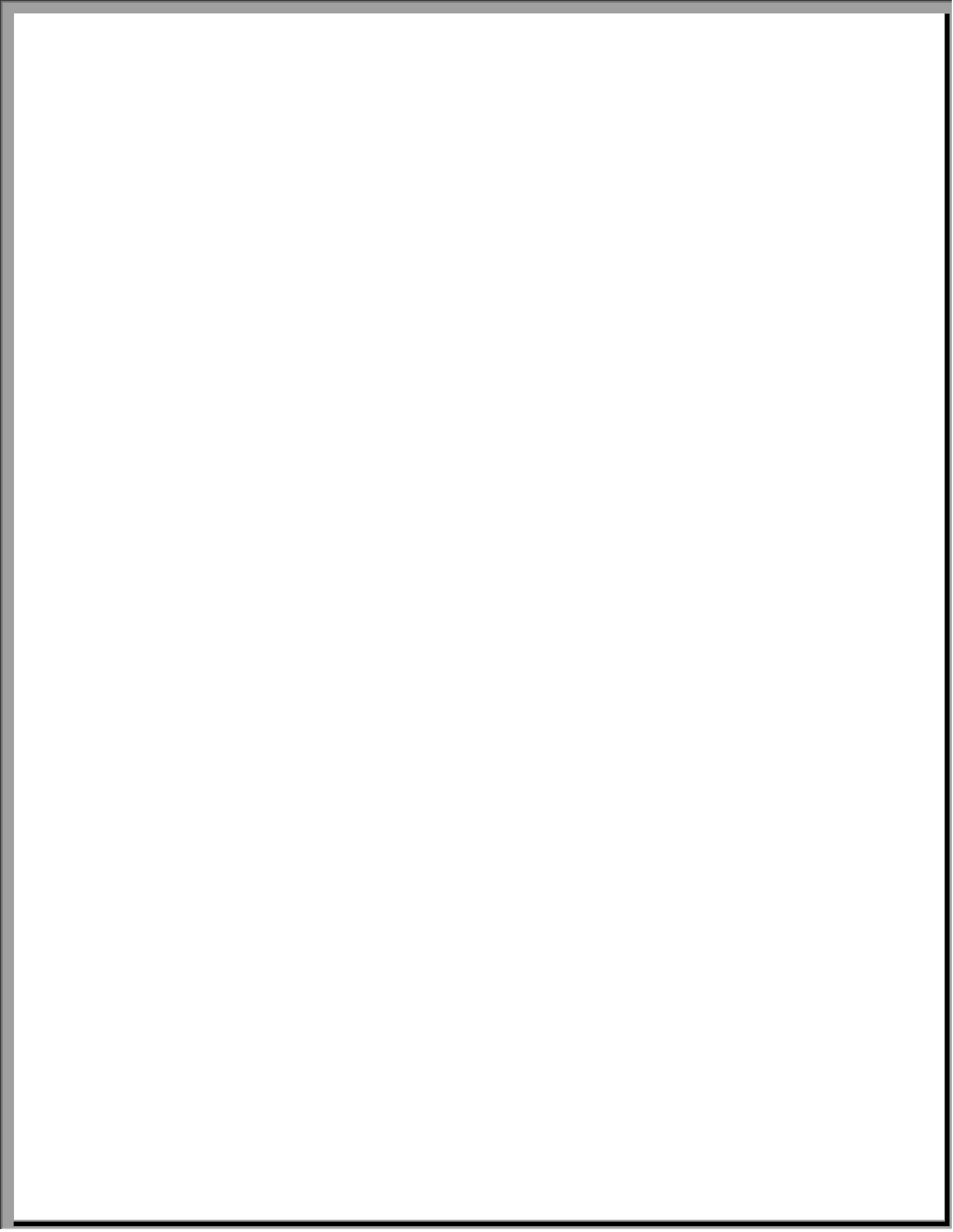
All users are expected to abide by the following rules of network responsibility. These include (but are not limited to and subject to change) the following:

- a. Be polite and use appropriate language. Abusive, vulgar, derogatory language and or messages is not allowed.
- b. Illegal activities are forbidden and are subject to the involvement of law enforcement.
- c. Do not reveal address, phone number, photos, or any other personally identifying information to anyone over the network. This includes yourself, others, or that of staff members.
- d. The IT Department reserves the right to review any files, folders, and/or activity on any account at any time without the users knowledge.
- e. Do not use the network in such a way that it would disrupt the educational process for others. This includes streaming video, streaming audio, or playing games.
- f. Do not access, alter, or destroy another user's files.
- g. Use of the network and resources will be in accordance with the Norwood Norfolk School District's educational objectives. For example, games, MUD's, IRC's, chat rooms, Instant messaging, and social networking sites are forbidden. Access to student email is allowed for a specific class or class work.
- h. Do not use another user's account. Do not give out your password to anyone else.
- i. Follow all copyright laws and license agreements.
- j. All printing should be done to satisfy assignments only. Multiple copies are not allowed without prior approval.
- k. Report the discovery of all inappropriate material to the IT Department.
- l. Vandalism of computer equipment is strictly prohibited. For example, tampering with the mouse, changing keys on keyboards, removing stickers or inventory tags.
- m. Installing software on school computers is strictly prohibited. Installing software or using programs to circumvent school web filtering appliance is strictly prohibited.

### Sanctions

- a. Violations will result in a 30 day loss of internet and network privileges for the 1st offense. 2nd offense violation will result in a 60 day loss, and a 3rd offense will result in the loss of computer and network privileges for the remainder of the school year. The IT Department/Network Administrator will deem what is inappropriate, and their decision is final.
- b. Additional disciplinary action may be taken at the building level in accordance with building level rules.
- c. When applicable, law enforcement agencies will be involved.
- d. Action may be appealed to the Superintendent or the Superintendent's designee.

**\*\* Please keep this form \*\***



**Norwood-Norfolk Central School District  
Parental/Guardian Notification for Student Use of District  
Computerized Information Resources**

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I am the parent/guardian of \_\_\_\_\_,  
who is a minor student, and has signed the District's agreement for student use of computerized information resources. I have been provided with a copy of the Code of Conduct, which includes the Acceptable Use Agreement, and I have read the District's policy and regulations concerning use of the District Computer System (DCS).

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external computer networks not controlled by the Norwood-Norfolk Central School. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son/daughter when he/she is using the DCS or any other electronic media or communications, including my son/daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the Norwood-Norfolk Central School, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the DCS in any manner whatsoever.

I agree that my son/daughter will have access to the DCS and I agree that this may include remote access from our home.

Parent/Guardian Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please fill out side 2\*\***

## Norwood-Norfolk Central School District Student Access to Computer Network

Please fill out the following form and bring it to the IT Department Office, Room 100 in the High School. Student accounts will not be created prior to receiving this signed form.

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**Student Information**    Student ID Number: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_ Birth date: \_\_\_/\_\_\_/\_\_\_

*I, the undersigned, have read and understand the "Rules of Acceptable Use" and "Sanctions" provided on this form. By signing this form, I am agreeing to comply with the above stated rules for acceptable use on the Norwood-Norfolk Central School District Computer Network.*

Student Signature: \_\_\_\_\_

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### Parent or Guardian Information

Parental signatures for student accounts are no longer needed. A letter will go home with the parents notifying them of the creation of the account, and the sanctions and rules of acceptable use that the student is responsible for.

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\*\* This agreement must be on file with the IT Department.

### IT Department Use Only

Username:

Password:

Added to groups: Students     Group K-4     Group 5-8     Group 9-12

Added to following: Ren Learning     gApps

**\*\*Return this form to the IT Office\*\***