

Naperville Community Unit School District 203
6:235 - E - Authorization for Use of Computers and Electronic Networks
Acceptable Use Guidelines
School Year 2018 - 2019

Naperville 203 requires signatures from all students at all levels as well as from parents/guardians of students from Early Childhood through 8th grade before any electronic device is assigned to a student and/or brought home by a student.

PARENT/GUARDIAN RESPONSIBILITIES and PERMISSION for DISTRICT 203-ISSUED DEVICES

1. I understand that any District issued device is to be used as a tool for learning and that my student will comply with the Principles of Good Digital Citizenship and the Naperville Community Unit School District 203 Acceptable Use Guidelines as stated below and signed during enrollment.
2. I will ensure the safe and timely return of devices, consistent with procedures for end of year collection or if we transfer to another District.
3. I understand that I am financially responsible for any malicious or willful damage to a Naperville 203 device that is not considered normal wear and tear.
4. I understand that the District reserves its right to manage content, implement security measures, upgrade operating systems, change user permissions or device settings, disable accounts or take any other administrative or security steps necessary.
5. I understand that my student may lose privileges if the device is continuously damaged, brought to school sporadically, or if the device is not properly charged for the school day.
6. I understand that if the device breaks we should not attempt to fix it on our own and that it should be brought to the attention of the school's Computer Support Associate immediately.
7. I understand that the District will not provide software or program licenses for use at home or on personally owned computers, and that the use of non-District or personal computing devices during the school day for instruction may be prohibited.
8. I understand that the device may be fixed with tracking software and that content can be monitored, erased, or locked by District administration.
9. I understand that the District provides software that filters Internet access. I also understand that due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately and I will ensure that the use of this device will remain in compliance with Good Digital Citizenship and these Acceptable Use Guidelines.
10. I understand that the intentional circumventing of filters, security systems, loading of unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or rogue/malicious software constitutes a willful disregard for the principles of Good Digital Citizenship and a broken promise made by my signature on these Acceptable Use Guidelines. I understand that these actions may also place the District in a state of non-compliance with federal regulations such as Children's Internet Protection Act (CIPA) and Children's On-Line Privacy and Protection Act (COPPA) and is an immediate cause for disciplinary action and potential confiscation of the device.
11. I understand that my student should follow all parameters that individual teachers set for daily use.
12. I understand that Naperville Community Unit School District 203 is not liable for damages that may be caused by the intentional misuse of the device, or its use in a manner contrary to these Acceptable Use Guidelines.

STUDENT RESPONSIBILITIES and PERMISSION for DISTRICT 203-ISSUED DEVICES

1. I agree to read and abide by these Acceptable Use Guidelines as determined by Naperville Community Uni School District 203.
2. I agree to abide by the principles of Good Digital Citizenship.
3. I will use my device in the appropriate manner and for educational purposes.
4. I agree to charge my device at home and come to school each day with a fully-charged device.
5. I will not intentionally throw, drop, or damage my device in any way, and exercise care when transporting it in my backpack.
6. I understand that I am responsible for the security of my device. When not in use, I will keep my device secure and stored properly.
7. I will not give my device to another student for his or her use, login to my account on another student's device or use another student's account or password.
8. I will not personalize or deface my device in any way (stickers, marker, etchings, etc.)
9. I will not share my personal user information or passwords with anyone.
10. I agree to return the District-issued device in good condition, fully charged, at the end of the semester or school year as determined by individual schools.
11. I understand that it is my responsibility to save my work often and that malfunctions or forgetting the device at home are not acceptable reasons for not having assignments completed on time.
12. I will only connect to District provided wireless (Wi-Fi) facilities when using my device in school or on Campus. I understand that this promise means I will not use personal cell phone hotspots or other non-District provided products for wireless (Wi-Fi) connectivity when using my device in school or on Campus.
13. I understand that the District provides software that filters Internet access. I also understand that due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately by this software and I will use my device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.

14. I understand that if I try to bypass filters, security systems, load unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or other rogue/malicious software programs, applications or extensions, it means that I intentionally disregarded the principles of Good Digital Citizenship, broke the promise made by my signature on these Acceptable Use Guidelines and have chosen to behave in an unethical manner. I understand that consequences for these actions are serious, and an immediate cause for disciplinary action and potential confiscation of my device.
15. If I use my device for a special project or purpose with permission to work in a manner that may not be filtered in part or whole by District Internet filters, I promise to use this device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.
16. I understand that graduating 2019 high school senior Google accounts will remain active until September 15, 2019, after which data files will no longer be available. Regardless of my grade level, if I leave the District or wish to copy my student account data, I should contact my school's CSA.

Required for all students in all grades

Student Name (printed): _____

Student Signature: _____

Date: _____

Required for parents/guardians of Early Childhood – 8th grade students only

Parent/Guardian Names (printed): _____

Parent/Guardian Signature(s): _____

Parent/Guardian Phone Number(s): _____

Parent/Guardian E-Mail address(es): _____

Date: _____