Responsible Use Agreement:

The Norwood Public Schools (NPS) provides a wide range of technology resources for staff, teacher and student use. These technology resources are in place to support the mission and strategic goals of the Norwood Public Schools as well as achieve our vision for technology which is to create a technology-rich teaching and learning environment that encourages collaboration, communication, innovation and achieves academic and professional proficiency for all students and teachers respectively. This agreement outlines the responsible use and expectations of the network infrastructure, systems, personal and school-issued hardware and software used by district staff, teachers and students.

By signing the Responsible Use Agreement, staff, students, guests and parents/guardians acknowledge the following rules and conditions:

- I understand that the Norwood Public Schools network and all accounts are owned by the Norwood Public Schools and **are not private**. The NPS has the right to access my information at any time.
- I understand that NPS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- I will use technology in a manner that complies with federal and state law.
- I understand that I am to notify an NPS teacher or administrator immediately if I encounter material that violates responsible use.
- I understand that violations of this policy may result in loss of my access of network privileges and I may face further disciplinary or legal action.

1. **I AM RESPONSIBLE FOR MY NORWOOD PUBLIC SCHOOLS ACCOUNTS**.

- I understand that passwords are private and I will not share my password with anyone, nor will I use anyone else's passwords.
- I understand that I am responsible for all activities done through my account and I will not allow others to use my accounts, nor will I use anyone else's accounts.
- I understand it is against the law to try and access any accounts that are not mine or steal anyone's passwords.
- I understand that I must log off the computer at the end of every session so another user cannot use my account.

2. **I AM RESPONSIBLE FOR MY BEHAVIOR ON THE NETWORK AND HOW I TREAT OTHERS ONLINE.**

- I will use appropriate language in all of my digital communications with others, including email, documents, video conferences, social networks, discussion boards and any other online interaction. I will use email and other means of communications responsibly.
- I will use responsible, kind, and positive language when communicating online. I will not send or post hateful or harassing communications, make discriminatory or derogatory

remarks about others, or engage in bullying, harassment or other antisocial behaviors while in school or outside of school online.

- I will always be myself online and not pretend to be someone else. I understand that cyberbullying, spoofing, or pretending to be someone else online is strictly forbidden and may result in disciplinary or legal consequences.
- I will notify an administrator or teacher immediately if I encounter material or activity that violates the responsible use policy.

3. I AM RESPONSIBLE FOR MY USE AND THE SECURITY OF THE NORWOOD PUBLIC SCHOOLS NETWORK.

- I will use NPS technology responsibly and understand it is put into place for educational purposes.
- I will not search for, share, retrieve, circulate, or display hate-based, offensive, violent or sexually explicit material unless authorized by school administration as part of educational projects.
- I will not attempt to bypass security settings or internet filters or interfere with operation of the network by installing non NPS authorized or licensed software or freeware on school computers unless explicit permission has been granted by the NPS technology department.
- I understand that the use of the NPS network for illegal or commercial activities is prohibited.

4. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY

- I understand that vandalism is prohibited. This includes but is not limited to modifying, or destroying equipment, programs, files, or settings on any servers, computers or other technology resources. NPS property that is purposely or accidentally damaged may result in both disciplinary action and payment for repairs or replacement.
- I understand that I need authorization from a school administrator and the NPS technology department to use personal electronic devices on the NPS network.

5. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S INTELLECTUAL PROPERTY.

- I will obey copyright laws.
- I will not plagiarize or use other's work without proper citation and permission.
- I will not illegally download or upload materials protected by copyright including, but not limited to, files, books, music and movies.

6. I AM RESPONSIBLE FOR THE PRIVACY OF MY PERSONAL INFORMATION AND THE PERSONAL INFORMATION OF OTHERS.

- I will keep my personal information private and I understand that sharing confidential or identifying student and staff information online or through any digital communication is strictly prohibited.

- I will respect the privacy of others and will not take, post, or share images or video of faculty, staff or students on Norwood Public Schools property without their consent or without authorization by administration for Norwood Public Schools purposes.
- I will respect the personal information of others and will not sign up staff, faculty or students for website subscriptions or online accounts for services unless approved by an NPS administrator and the NPS Technology Department.

7. **I WILL USE NORWOOD PUBLIC SCHOOLS RESOURCES RESPONSIBLY AND FOR NPS PURPOSES.**

- I will use Norwood Public Schools computer equipment, hardware and network resources for NPS work-related and educational purposes and I understand that the repeated, excessive personal use of NPS resources, is prohibited.
- I will use Norwood Public Schools printers responsibly and will take steps to conserve printing resources by printing double-sided when applicable, sharing electronically when able, and using printers for school-related business when necessary.

Name: _____ Student Staff

Signature: _____

Parent/Guardian Signature _____

Google Apps for Education Accounts

Students in grades K-12 are assigned Google Apps For Education Accounts. Google Apps for Education is a suite of web-based software applications that allows for the creation of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability for students to collaborate on projects and assignments in real time online. They will also be able to access their files in Google Apps anywhere they have internet access at any time on just about any type of device. For more information about Google Apps for Education, please go to the NPS technology website: http://www.norwood.k12.ma.us/tech/Norwood-Public-Schools-Google-Apps-for-Education.cfm

If you do not want your student to participate in using Google Apps for Education, please indicate that in the checkbox below and sign:

☐ **I do not want my child to have access to a Google Apps for Education Account**

Name of Parent/Guardian _____

Signature of Parent/Guardian: _____