

**Naperville Community Unit School District 203**  
**6:235 - E - Authorization for Use of Computers and Electronic Networks**

**Acceptable Use Guidelines**

Naperville 203 requires signatures from all students at all levels as well as from parents/guardians of students from Early Childhood through 8<sup>th</sup> grade before any electronic device is assigned to a student and/or brought home by a student. These Acceptable Use Guidelines or AUGs, outline responsibilities for the use of electronic devices.

**Google Suite Permissions and Data Privacy**

Naperville Community Unit School District 203 uses portions of the Google G Suite Education Core Services for students and staff to support student learning. Among G Suite products used for education are Gmail, Drive, Calendar, Docs, Sheets, Forms, Slides, Sites and in some areas, Google Meet or what used to be called Hangouts. These products are hosted in a dedicated Google Educational domain (***naperville203.org***) from which Google does not collect, scan or copy data or personal student information for commercial purposes. There is no presence of advertising or targeted marketing to our students for products or services. (Note that the Google Chrome browser is not part of Google G Suite Education Core Services and parents/guardians are strongly encouraged to monitor its usage and reinforce the principles of Good Digital Citizenship).

Naperville 203 actively monitors all student activity within our dedicated Google Education domain, to ensure that our G Suite and Chrome browser usage complies with the Children's Internet Protection Act (CIPA), Children's Online Privacy and Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA). All Internet access filtering is compliant with these federal regulations. District 203 also complies with the Student On-line Personal Protection Act (SOPPA).

For more information on the privacy and protection of student data please see the ***Naperville Community Unit School District 203 Commitment to Student Data Privacy*** document in the Tech Support, District Internet Safety, Student Data Privacy section on the Naperville 203 website.

**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. 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 and that failing devices must be brought to the attention of the school's Technology Support Associate immediately.
3. I understand that my student may lose privileges if the device is damaged, brought to school inconsistently, or if the device is not properly charged for the school day.
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 Naperville 203 staff members and students, at appropriate grade levels with teacher guidance, utilize Google Workspace for Education, Google Additional Services, generative Artificial

Intelligence (AI) tools and many other applications as a part of the educational process. Naperville 203 will continue to make every effort to safeguard student data and privacy. We ask our families to assist our staff by reminding students that personal, identifiable information should never be shared via any technology tool. While many AI tools have their own built in filtering system, Naperville 203 does not have the ability to filter AI tools to the same extent possible in other applications.

6. Due to District anti-malware policies and procedures, I understand that students are to use District-issued devices and are strictly prohibited from using personal devices such as Windows laptops, Apple MacBooks, tablets, etc., in school during the school day.
7. I understand that all student data content can be monitored, erased, or locked by District administration.
8. In compliance with federal regulations, the District provides software that filters Internet access, but 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.

9. 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 can place the District at significant cybersecurity risk and 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.
10. I understand that any violation of these Acceptable Use guidelines by a student during their 8<sup>th</sup> grade year is an automatic disqualification for freshman year participation in District high school esports programs. Any violation of these Acceptable Use Guidelines by a high school student will result in immediate removal from any esports activities and/or disqualification from participation in further esports activities.
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.
13. If present District Internet filters or security systems block access to credible material needed for a bona- fide research purpose or project with teacher sponsorship and oversight, a student may request temporary access to unfiltered Internet browsing. I understand that this is a privilege of high trust and that my student must follow the principles of Good Digital Citizenship and these Acceptable Use Guidelines. Intentional violation will result in immediate consequences.

### **STUDENT RESPONSIBILITIES and PERMISSION for DISTRICT 203-ISSUED DEVICES**

1. I agree to read and abide by these Acceptable Use Guidelines (AUGs) as well as the principles of Good Digital Citizenship and use my device in the appropriate manner and for educational purposes.
2. I agree to charge my device at home and come to school each day with a fully-charged device.
3. I will not intentionally throw, drop, or damage my device in any way, and exercise care when transporting it in my backpack. 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.
4. 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. I will not share my personal user information or passwords with anyone.
5. I will not personalize or deface my device in any way (stickers, marker, etchings, etc.). 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.
6. 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.
7. 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.
8. Due to strict District anti-malware policies and procedures, I understand that I am not to use a personal device such as Windows laptop, Apple MacBook, etc., in school during the school day in place of my Chromebook or iPad.
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 by this software and I will use my device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.
10. I understand that if I try to bypass Internet filters, security systems, load unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or other rogue/malicious software programs, applications or extensions, I can place the District at significant cybersecurity risk. This also 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.
11. I understand that if I violate these Acceptable Use Guidelines when I am in 8<sup>th</sup> grade, I will be ineligible for freshman year participation in District high school esports programs. I realize that any violation of these Acceptable Use Guidelines while in high school will result in immediate removal from any esports activities and/or disqualification from participation if further esports activities.

12. I understand that if District Internet filters or security systems block access to credible material needed for a bona-fide research purpose or project with sponsorship and oversight by a teacher, I may request temporary access to unfiltered Internet browsing. I realize that this is a privilege of high trust and will follow the principles of Good Digital Citizenship and these Acceptable Use Guidelines. I understand that intentional violation will result in immediate consequences.
13. I understand that graduating high school senior Google accounts will remain active for at least 4 months after graduation and then data files will no longer be available. If I wish to copy any data I may need for college or career, I know that it must be copied prior to this date. Regardless of my grade level, if I leave the District or wish to copy my student account data, I should contact my school's Technology Support Associate.