

# **NINER UNIVERSITY ELEMENTARY RESPONSIBLE USE OF TECHNOLOGY**

## **I. Introduction**

Niner University Elementary (“NUE”) provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through NUE’s technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

NUE intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, NUE establishes this Policy to govern student and employee use of NUE’s technological resources. This Policy applies regardless of whether such use occurs on or off NUE property, and it applies to all NUE technological resources, including but not limited to NUE-owned computers and electronic devices; computer networks and connections; the resources, tools, and learning environments made available by or on the networks; and all devices that connect to those networks.

## **II. Expectations for Use of School Technological Resources**

The use of NUE technological resources, including access to the Internet, is a privilege, not a right. Individual users of NUE’s technological resources are responsible for their behavior and communications when using those resources. Responsible use of NUE technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable NUE policies and other school rules, apply to use of the Internet and other NUE technological resources.

In addition, anyone who uses NUE computers or electronic devices or who accesses the NUE network or the Internet using NUE resources must comply with the additional rules for responsible use listed in Section III below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in NUE policy, Internet Safety.

All students and employees must be informed annually of the requirements of this Policy and the methods by which they may obtain a copy of this Policy. Before using NUE technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that NUE uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements

will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

### III. Rules for Use of School Technological Resources

A. NUE technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of NUE technological resources for commercial gain or profit is prohibited. Student personal use of NUE technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, NUE permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with NUE business, and is not otherwise prohibited by NUE policy or procedure.

B. Under no circumstance may software purchased by NUE be copied for personal use.

C. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism.

D. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

E. The use of anonymous proxies to circumvent content filtering is prohibited.

F. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

G. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

H. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, NUE employees must not disclose on NUE websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student,

except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or NUE policy. Users also may not forward or post personal communications without the author's prior consent.

I. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to NUE technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

J. Users may not create or introduce games, network communications programs, or any foreign program or software onto any NUE computer, electronic device, or network without the express permission of the Media Specialist/IT Facilitator or designee.

K. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

L. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

M. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.

N. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

O. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

P. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.

Q. Views may be expressed on the Internet or other technological resources as representing the view of NUE or part of UNC Charlotte only with prior approval by the principal or designee.

#### IV. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. NUE recognizes that it is impossible to predict with certainty what information on the Internet students

may access or obtain. Nevertheless, NUE personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The principal shall ensure that technology protection measures are used as provided in NUE policy, Internet Safety, and are disabled or minimized only when permitted by law and NUE policy. NUE is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service) or personal Internet service.

## V. Parental Consent

NUE recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel if on-campus.

In addition, in accordance with NUE's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

## VI. Privacy

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using NUE's network, devices, Internet access, email system, or other technological resources owned or issued by NUE, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using NUE technological resources or stored on servers or on the storage mediums of individual devices will be private. NUE may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with NUE policy and applicable laws and regulations, protecting NUE from liability, and complying with public records requests. NUE personnel shall monitor online activities of individuals who access the Internet via a school-owned device if on-campus.

By using NUE's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized NUE personnel as described in this Policy.

## VII. Use of Personal Technology on NUE Property

The principal may establish rules for the school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices may also be governed by other NUE policies. NUE assumes no responsibility for personal technology devices brought to school.

## VIII. Personal Websites

The principal may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize NUE or UNC Charlotte names, logos, or trademarks without permission.

### A. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-NUE devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the student may be disciplined in accordance with NUE policy.

### B. Employees

Employees' personal websites are subject to applicable NUE policies and University Policies.

### C. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with NUE may be terminated if the volunteer engages in inappropriate online interaction with students.

### **Revision History:**

Initially Approved November 2, 2020

**Authority:** Chancellor

**Responsible Office:** Academic Affairs