

**2017-18**  
**Acceptable Use Policy**  
**Galion Primary and Galion Intermediate Schools**

Students in the Galion City School District will be provided access to technology for educational purposes. Students must follow the established guidelines for responsible use of technology in order to maintain the privilege of having a device assigned to them. The following responsible use guidelines have been established for all Galion students in grades k-5.

**Digital Citizenship**

Good digital citizenship is good citizenship. Good behavior and citizenship are expected of all students whether the activity is online or in person. The following rules of citizenship should guide all use of technology and connectivity in the Galion City School District. All students will be provided with opportunities to learn about digital citizenship in a variety of ways including, but not limited to, class activities and online curriculum.

| <b>Leader in Me Habits</b>  | <b>Digital Citizenship</b>   |
|-----------------------------|--|
| Be Proactive                | <b>Be Safe</b> <ul style="list-style-type: none"> <li>● Keep personal information private (Name, age, address, etc)</li> <li>● Report cyber strangers or cyber bullying to an adult -immediately</li> <li>● Keep lunch codes and account information private</li> </ul>  |
| Begin with the End in Mind. | You are responsible for <ul style="list-style-type: none"> <li>● Taking care of your device and report problems as soon as they occur</li> <li>● Starting the day with a fully charged device</li> <li>● Using the device for school/learning purposes only</li> <li>● Following adult directions for apps and online resources</li> </ul> |
| Synergize                   | <b>Be Respectful</b> <ul style="list-style-type: none"> <li>● Use proper netiquette</li> <li>● Follow copyright guidelines</li> <li>● Cite sources</li> <li>● Create a digital footprint you can be proud of (only post positive things)</li> </ul>  |

**Equipment Use and Charges**

Students will be expected to follow all directions given by a Galion staff member concerning the appropriate use of technology. Questions about the usage policies should be directed to a teacher, the building principal, or to the technology department. Any student guilty of misusing or abusing the device or taking action that would affect the performance of the device will be disciplined according to the behavior policy and will be charged for the repair or full replacement cost if the device is damaged beyond repair.

A yearly usage premium will be charged to all students:

- \$20 in grades 3 & 4 and \$40 in grades 5-12
- Students who do not take the device home are still expected to pay the usage premium.

Students will be required to provide their own earbuds/headphones.

**Replacement Costs:**

- \$400 iPad
- \$50.00 iPad Cover
- \$20.00 iPad Charger

**Lost/Stolen**

5th grade students who take the device home will be charged full replacement cost for lost/stolen devices. A replacement device will be issued to the student to use only in the classroom during school hours until the cost of the device has been paid in full. In the case of a stolen device, a police report must be filed and a copy of that report must be given to the school's administrator or district's Director of Technology.

**Privacy**

The federal law known as COPPA (Children's Online Privacy Protection Act) governs the use of web-based applications for children under the age of 13. COPPA "was put in place to protect kids' personal information on websites and online services - including apps- that are directed to children under 13. The Rule also applies to a general audience site that knows it's collecting personal information from kids that age." ([www.ftc.gov](http://www.ftc.gov)) Under COPPA, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The Galion City School District seeks to extend and enhance the educational opportunities for students through the use of several web-based tools and applications operated by third parties. These include, but are not limited to, Google Apps for Education, Canvas, and a variety of Apple Apps, In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school-provided email address, must be provided to the website operator.

The law permits schools to obtain parental consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent to be given directly to the website operator of each web-based learning application.

Signing and returning this form will give parental consent for the district to provide personal identifying information for your child consisting of first and last name, a school issued email address, and a username to all web-based applications deemed appropriate for school-related purposes by Galion City Schools administration.