The TEC Department would like to acknowledge Prospect Heights School District 23 for their assistance in creating this manual.

All policies and procedures described in this document are subject to change without notice.
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STATEMENT OF INTENT

NSSEO’s Vision

“Building a promising future for students” supports the following Board goals and we incorporate them into our program goals:

- Student Achievement
- Continuous Improvement
- Collaborative Partnerships
- Fiscal Responsibility

Overarching Goal

“Provide visionary leadership that focuses on improved outcomes for students with special needs” recognizes the individual needs of each child and the belief that all children can learn and be contributing members of society.

Mission Statement

NSSEO seeks to build and strengthen home/school/community partnerships to enable students with special needs to become contributing members of society.

We Value

- **Partnerships**: School, family and community focused on continuous improvement
- **Leadership**: Looking beyond what is, to what is possible
- **Collaboration**: Working together to share knowledge
- **Lifelong learning**: Engaged professional learning communities
- **Communication**: Active process

We Believe

- All students can learn with appropriately defined learning objectives
- Curricula and instructional strategies reflective of best practice research that meet the diversity of individual student needs
- Learning is a shared responsibility among students, families, staff and community
- A positive, safe learning environment encourages and supports student and staff wellness, safety, diversity, creativity, and collaboration
- Clearly defined goals shared by all stakeholders
Assistive and Instructional Technology Program Goal and Focus

We believe technology transforms the way we teach and how students learn. It allows a child with special needs to reach their potential and exceed. Technology gives a child a voice, fosters independence, and allows students to succeed in their school, home, and community environments. When we use technology effectively it opens doors for students that otherwise may be closed. Technology in NSSEO includes instructional technology, assistive technology and informational technology. These branches work together to provide services to students and staff to foster improved outcomes for students.

The Instructional Technology Department utilizes technology to support curriculum, instruction and assessment. Providing 21st century tools, such as mobile devices, interactive white boards, response systems, digital cameras, laptops, multimedia and online learning, enables teachers to engage students, differentiate learning, and improve student outcomes. Professional development, coaching and consultation provide support to schools and classroom teams to maximize student learning.

The Assistive Technology Department helps teams in the consideration, acquisition, implementation and effective monitoring of assistive technology. This is accomplished through the use of trials of low tech through high tech tools to provide augmentative and/or alternative communication and individualized supports to help students’ access curriculum and achieve success in their educational program.

The Informational Technology Department provides a robust network of wired and wireless devices, telecommunications and the infrastructure necessary to support administrative, instructional and assistive technologies. It provides the tools necessary for student learning and for staff to do their jobs effectively.

Technology Vision

All students will participate in technology enriched learning environments that will accommodate the unique needs of every learner and inspire students to attain the knowledge and skills that the 21st Century demands including core academics, critical thinking and problem solving, social/emotional development, communication, independence, life and career skills and information, media and technology skills that support human relationships for effective learning.
NSSEO Technology Plan Goals

The use of our technology and mobile devices reflect the goals of our NSSEO technology plan.

Student Achievement

Increase Student Growth in Reading and Math

- Support ongoing implementation of Core Curriculum and interventions using digital solutions
- Support Type I, II, and III assessments

Increase Student Independence

- Continue to implement communication systems for all students
- Use data driven decisions for effective assistive technologies
- Increase student independence through evolving choice making, student-led IEPs and self advocacy

Continuous Improvement

Incorporate instructional goals, strategies and activities that reflect accessibility to technology and innovative instructional delivery models

Explore the Integration of STEM activities

- Provide hands-on, creative ways to encourage students to design, experiment, build and event as they engage in science, engineering, and tinkering
- Promote learning through play and experimentation
- Offer tools and materials that encourage students to create rather than consume

Implement Digital Citizenship Curriculum that Empowers Students to Think Critically, Behave Safely and Participate Responsibly in our Digital World

- Practice safe, legal and responsible use of technology
- Exhibits a positive attitude toward using technology that supports collaboration, learning and productivity
- Demonstrates personal responsibility for lifelong learning
- Exhibit leadership for digital citizenship

Share knowledge and learning with a larger community

- Make learning visible to the larger community of school, families and global community
- Share thinking, reflecting, and collaborate with others using social media
ACCEPTABLE USE

Intent

NSSEO technology is to be used to enhance instruction, support learning and to develop professionally. Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of NSSEO. It is the purpose of these guidelines to serve as a warning, provide guidance for Internet safety and to identify examples of acceptable and unacceptable use of NSSEO technology and the Internet. Before NSSEO provides network or Internet access, adult users and the parents/guardians of minor users must acknowledge their agreement to abide by these guidelines by submitting the accompanying signed agreement to the school/program.

Privacy

NSSEO reserves the right to monitor inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of NSSEO and no user shall have expectation of privacy regarding such materials. Use of technology, including the iPad, is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

NSSEO reserves the right to inspect, at any time, any iPad while connected to NSSEO’s network. NSSEO reserves the right to supervise all iPad use or confiscate and search a student’s NSSEO-owned iPad to ensure compliance with the Acceptable Use Policy.

Cameras

Students must use good judgment when using the camera. The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to embarrass anyone in any way. Use of the camera and microphone are used under the direction and supervision of NSSEO staff.

Cameras are not allowed in the locker rooms or bathrooms.
Unacceptable Use

Examples of unacceptable use include but are not limited to:

- Invading the privacy of individuals, which includes the unauthorized discloser of anyone that is of a personal nature, including photographs, videos, audio recording or authored materials.

- Deliberate damage to any district technology.

- Gaining access to unauthorized files, or bypassing the district’s internet web filter by any means, including the use of anonymous proxy websites.

Security

Network security is a high priority. If the user can identify a security problem on the iPad, the user must notify the classroom teacher or support staff immediately.

Do not demonstrate this problem to other users. Breaching security by sharing and/or using unauthorized passwords, or working from network accounts that are not assigned to the user is also considered to be an Acceptable Use violation.

Vandalism

Vandalism is considered to be any attempt to harm or destroy any hardware, software, or data of another user, including NSSEO’s network. It also includes modifying the NSSEO-owned iPads in any way other than expressly permitted by classroom staff.
Warranties

NSSEO makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet.

Internet Safety

All users are advised that access to the iPad and the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Every user (pupil and adult) must take responsibility for his or her use and avoid sites and activities that are inappropriate or harmful to minors. Users who find sites and/or apps that are inappropriate or harmful to minors shall report such sites to a designated official.

Neither the Internet nor the iPads (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or cyber-bullying. If students’ personal Internet expression, such as threatening message to a staff member or another student, or a website advocating violence or defamation of another’s character, creates a substantial disruption, offenders will be subject to disciplinary and legal actions.

Cyber-bullying includes, but is not limited to, the following misuses of technology:

- harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Any adult staff member is considered a designated official for student reporting. Any administrator or supervisor is considered a designated official for adult reporting.
RESPONSIBILITIES

Parent / Guardian Responsibilities

1. Talk to your children about the values and standards they should follow on the use of the iPad and the Internet, just as you would do on the use of all media.

2. Establish a healthy balance between technology and other daily activities. Don’t allow the technology to dictate family time, and limit the use of iPads.

3. Remind your children that since the iPad is NSSEO-owned technology, any damages or misuse may result in the financial responsibility of the family, and as such, great care should be taken to treat it respectfully.

4. Go over the Parent/Student iPad User Agreement with your child and make sure he/she understands his/her responsibilities and expectations.

5. Monitor internet usage at home, especially if home internet access is not filtered.

6. Personal iTunes accounts or Apple IDs are not allowed.

7. Updates will be provided by the NSSEO TEC Department.
Student Responsibilities

1. Use all devices in a responsible and ethical manner.
2. Proper care and maintenance for the iPad and its accessories.
3. Obey general school and district rules concerning behavior and communication.
4. Help NSSEO protect its property and network by reporting any security breaches.
5. Monitor Google accounts.
6. Report any emails/messages that are a violation of the Acceptable Use Policy.
7. Return the iPad to the district at the end of the school year (or at the time of withdrawal).
ALL DIGITAL CITIZENS

PROTECT PRIVATE INFORMATION for themselves and others.

RESPECT THEMSELVES AND OTHERS in online communities.

STAY SAFE ONLINE by listening to their gut feelings.

STAND UP TO CYBERBULLYING when they see it happening.

BALANCE THE TIME they spend using media and doing other activities.

For information and resources about digital citizenship, visit www.commonsense.org/educators.
I TOOK A PHOTO OF MY FRIEND THAT I WANT TO SHARE... NOW WHAT?

1. IS IT A GOOD PHOTO? YES NO
   - Be proud of the photos that you share with others! Only show people the best of the best.

2. WOULD MY FRIEND AGREE? YES NO
   - Play nice. You wouldn’t want your friend to broadcast a bad photo of you, would you?

3. COULD IT GET MY FRIEND INTO TROUBLE?
   - Don’t post any photos that might come back to haunt you or your friends. You never know who will see them.

4. IS IT GOING TO CAUSE DRAMA?
   - Then it’s not worth posting. Really.
   - Yes NO

SO MY FRIEND IS OKAY WITH IT, BUT HOW MIGHT IT AFFECT ME?

5. AM I AWARE THAT ANYONE CAN SHARE IT?
   - Yes NO
   - Well, it’s true. Anything you post online can be saved, copied, and shared with a large invisible audience.

6. WOULD I BE OKAY WITH MY GRANDMA SEEING IT?
   - Yes NO
   - If you think it will make your grandma blush, then there’s a good chance somebody else will find it inappropriate, too.

7. A YEAR FROM NOW, WILL I FEEL GOOD ABOUT MAKING THIS PUBLIC?
   - Yes NO
   - Hold off if you’re having doubts. Your future self will thank you.

CONGRATULATIONS! YOU CLEARLY SELF-REFLECT BEFORE YOU SELF-REVEAL ONLINE, SO...

GO AHEAD! SHARE & ENJOY!

For information and resources about digital citizenship, visit www.commonsense.org/educators.

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RECEIVING YOUR IPAD
RECEIVING YOUR IPAD

What You Receive

Each student will receive the following:

- iPad or iPad mini
- Otter Box protective case
- Charger
- Cable

- All apps are provided by the school / program.

All iPads remain the property of NSSEO. The district reserves the right to collect and/or inspect a device at anytime.
Using Your iPad at School

The iPad is the property of NSSEO. There should be no expectation of privacy of materials found either on the iPad or in any student accounts. As NSSEO’s property, an iPad can be reviewed at any time.

The iPad comes with both front and rear-facing cameras, along with other recording capacities. For this reason, the expectation is that users will follow the Acceptable Use Policy and not record individuals or groups without expressed permission.

The intention is that iPads will be used each day. Students are expected to bring their iPads to all classes, unless specifically directed otherwise.

If a student leaves his/her iPad at home, a loaner iPad MAY be available. Regardless, students will still be expected to get their course work completed. Not having an iPad is not a justifiable excuse for incomplete school work. If it is a repeated issue, students will have to meet with the principal and may lose the privilege of taking the iPad home, whether it is temporary or permanent.

iPads should NEVER be left in an unsupervised area, such as locker rooms, commons, computer labs, library, hallways, or unlocked classrooms. Doing so promotes theft.
iPads will be available for loan for emergency situations, such as repair. A limited amount of iPads will be available.

The expectation is that the iPad will be brought to school each day FULLY charged. Students should charge their iPad every evening. Fully charged iPads should have a battery life of 8-10 hours.

iPads should always be in the provided case.

At times, teachers may request sound to be muted or that the student use headphones or ear buds.

While the iPad affords storage space, files (including music, photos and video) should be backed up to Google Drive or other approved storage accounts.

The iPads should be limited to school activities.

All students are expected to guard their personal information.

Avoid plagiarism by giving credit to all sources, including pictures, videos, music and text.

Circumventing the district filter will be considered an Acceptable Use Violation.
Usage Guidelines

- Conduct yourself in a socially acceptable and positive manner at all times when using the device, network and internet.
- Abide by the district’s Acceptable Use and iPad guidelines at all times.
- Honor the district’s restrictions of access to sites and apps.
- Everything on your iPad must be legitimately purchased and licensed through NSSEO VPP accounts.
- DO NOT attempt to bypass security (or “Jailbreak”) your iPad.
- Do not attempt repairs yourself. Please report any issues to the classroom staff.
- If necessary, IT staff will reset your iPad, which will cause you to lose all apps and files on your device. If you are backing up to Google Drive, or other approved sites, this should not be a problem.
- The iPad is not a private device so there should be no expectation of privacy.
- You are responsible for the appropriateness of every item on your iPad.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or inappropriate images are NOT allowed on the device and will result in disciplinary actions.
HOW TO USE YOUR IPAD
Caring for Your iPad

General Information

Students are responsible for the general care of the iPad and charger.

Do not attempt to gain access to the internal workings of your iPad. If your iPad is damaged, report to the teacher or staff as soon as possible.

Each iPad has the ability to be remotely located.

Each iPad has a unique identification number, and at no time should you try to destroy that number.

Do NOT lend your iPad to another person. You are solely responsible for it.

Keep it off the floor.

Do not eat or drink near the iPad.

Never leave your iPad unattended.

Battery and Charging

The iPad must be charged daily.

Waiting to charge the iPad until the charge is low (less than 20%) will extend battery life.

iPads should never be left in a hot or cold car or other extreme environment, as it can damage the battery.

Cases

Your iPad should be in the NSSEO provided case at all times.

Your cases should be returned with only normal wear and tear, and no other alterations.

Screen

DO NOT use any sort of cleaner on the iPad screen. The screen has a special film on it, and using such cleaners will remove the protective film. If you need to clean the screen, use a microfiber cloth.

Do not allow the screen to come in contact with liquids.

Do not use any sharp object with the iPad. The screen will scratch.

The screen is vulnerable to cracking. Do not place anything on top of it. Do not drop or throw your iPad. Be extremely careful in setting your backpack down.

Storage and Carrying

Never leave an iPad unattended. Any iPads found will be turned into the office.

Never expose an iPad to extreme temperatures or direct sunlight.

Avoid placing weight on the iPad.

Do not place your iPad in a backpack that contains food, liquids, heavy or sharp objects.

iPads should not be used on the playground, locker rooms, or bathrooms.

iPad Identification

Student iPads are labeled with an inventory number.
# iPad Quick Reference Card

## Your iPad Hardware

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front-Facing Camera</td>
<td>Camera located in the front of the iPad, typically used for selfies.</td>
</tr>
<tr>
<td>Sleep/Wake Button</td>
<td>Button located on the top of the iPad, used to turn it on or off.</td>
</tr>
<tr>
<td>Home Button</td>
<td>Small button in the center of the front of the iPad, used to return to the home screen.</td>
</tr>
<tr>
<td>Side Switch</td>
<td>Switch located on the left side of the iPad, used to adjust volume.</td>
</tr>
<tr>
<td>Volume Buttons</td>
<td>Buttons located on the left side of the iPad, used to adjust volume.</td>
</tr>
<tr>
<td>Multi-Touch Screen</td>
<td>Screen that supports multi-touch gestures, allowing for interactive use.</td>
</tr>
<tr>
<td>Speakers</td>
<td>Built-in speakers for audio output.</td>
</tr>
<tr>
<td>Charging Port</td>
<td>Port located on the bottom of the iPad, used to charge or connect accessories.</td>
</tr>
<tr>
<td>Camera</td>
<td>Camera located on the back of the iPad, used for taking photos and videos.</td>
</tr>
<tr>
<td>Headphone Jack</td>
<td>Jack for connecting headphones to the iPad.</td>
</tr>
</tbody>
</table>

## Built-in Apps

<table>
<thead>
<tr>
<th>App</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messages</td>
<td>Send and receive texts and iMessages.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Manage your schedule, events, and reminders.</td>
</tr>
<tr>
<td>Photos</td>
<td>View and manage your photo collection.</td>
</tr>
<tr>
<td>Camera</td>
<td>Take, edit, and share photos.</td>
</tr>
<tr>
<td>Weather</td>
<td>Check hourly and daily forecasts.</td>
</tr>
<tr>
<td>Clock</td>
<td>Set Alarms, World Clock, Stopwatch, and Timer.</td>
</tr>
<tr>
<td>Maps</td>
<td>Find nearby locations and get directions.</td>
</tr>
<tr>
<td>Videos</td>
<td>Watch movies, TV shows, and video podcasts.</td>
</tr>
<tr>
<td>Notes</td>
<td>Take, save, and access your notes.</td>
</tr>
<tr>
<td>Reminders</td>
<td>Create to-do lists with notifications.</td>
</tr>
<tr>
<td>Stocks</td>
<td>Check the market and view charts and articles.</td>
</tr>
<tr>
<td>Game Center</td>
<td>Access games and interact with other users.</td>
</tr>
<tr>
<td>Newsstand</td>
<td>Collect magazine and newspaper apps.</td>
</tr>
<tr>
<td>iTunes Store</td>
<td>Find, buy, and download new music and videos.</td>
</tr>
<tr>
<td>App Store</td>
<td>Find, buy, and download new apps for your iPad.</td>
</tr>
<tr>
<td>Passbook</td>
<td>Store boarding passes, coupons, and tickets.</td>
</tr>
<tr>
<td>Compass</td>
<td>Use the Compass or Level tool.</td>
</tr>
<tr>
<td>Settings</td>
<td>Manage all the settings on your iPad.</td>
</tr>
<tr>
<td>Phone</td>
<td>Place phone calls, access contacts, and check voicemail.</td>
</tr>
<tr>
<td>Mail</td>
<td>Send, receive, and manage email.</td>
</tr>
<tr>
<td>Safari</td>
<td>Browse the internet on multiple tabs.</td>
</tr>
<tr>
<td>Music</td>
<td>Play music and create playlists.</td>
</tr>
</tbody>
</table>

## Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Button</td>
<td>Return to the Home Screen: From any app, press the Home button once.</td>
</tr>
<tr>
<td>Multitask</td>
<td>Quickly press the Home button twice.</td>
</tr>
<tr>
<td>Siri</td>
<td>Hold the Home button.</td>
</tr>
</tbody>
</table>

## Sleep/Wake Button

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock your iPad</td>
<td>Press the Sleep/Wake button once to lock your iPad.</td>
</tr>
<tr>
<td>Unlock your iPad</td>
<td>Press the Sleep/Wake button (or the Home button). Swipe across the Slide to Unlock slider.</td>
</tr>
<tr>
<td>Power Off your iPad</td>
<td>Press and hold the Sleep/Wake button, then swipe across the Slide to Power Off slider.</td>
</tr>
<tr>
<td>Power On your iPad</td>
<td>Press and hold the Sleep/Wake button and the Home button to save a screenshot to the Camera Roll.</td>
</tr>
</tbody>
</table>

## Volume Buttons

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjust Volume</td>
<td>Press the Volume Up button or the Volume Down button to increase or decrease the volume.</td>
</tr>
<tr>
<td>Snap a Photo</td>
<td>Press either of the Volume buttons to snap a photo when using the camera.</td>
</tr>
</tbody>
</table>

## Side Switch

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute Volume</td>
<td>Flip the Side Switch down.</td>
</tr>
<tr>
<td>Unmute Volume</td>
<td>Flip the Side Switch up.</td>
</tr>
</tbody>
</table>

## Gestures

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touch</td>
<td>Tap with one finger.</td>
</tr>
<tr>
<td>Drag</td>
<td>Slide with one finger.</td>
</tr>
<tr>
<td>Swipe</td>
<td>Slide with one or two fingers.</td>
</tr>
<tr>
<td>Zoom</td>
<td>Pinch or spread with two fingers.</td>
</tr>
</tbody>
</table>

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Home Screen

- **Open an App**: Simply tap an app icon with your finger to open the app.
- **Navigate Screens**: Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between screens.
- **Rearrange the Home Screen**: Tap and hold your finger on an app icon until the app icons begin to wiggle. Drag the app icon to a new location on the Home Screen (or to the side of the screen to move it to another screen), then release it. Press the *Home button* when you are done moving the icons.
- **Add an App to the App Dock**: App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The Dock can hold up to four apps and/or folders. To add an app or folder to the dock, simply drag it to the dock while rearranging.
- **Delete Apps**: Tap and hold your finger on an app until the icons begin to wiggle. Tap the *Delete button* that appears in the upper-left corner of the icon (you cannot delete apps that came with the iOS).
- **Create an App Folder**: To create a folder, drag one app onto another and hold until a folder is created. Then, drag the app icon into the folder and release. Once a folder has been created you can add more apps to it and rename it.

Status Bar

The Status Bar displays status information for your iPad and is visible in all apps and on the Home Screen.

- Cell Signal
- Wifi Signal
- Network Activity
- Airplane Mode
- Syncing
- Alarm
- Personal Hotspot
- Location Services
- Portrait Orientation Lock
- Bluetooth
- Do Not Disturb
- Battery
- Call Forwarding

Keyboard

- **Insert Numbers and Punctuation**: Tap the *Numbers and Punctuation key* to change the on-screen keyboard to the Numbers and Punctuation keyboard, which displays numbers as well as commonly-used punctuation. From the Numbers and Punctuation keyboard, tap the *Symbols key* to change the keyboard to the Symbols keyboard.
- **Insert Accented Characters**: Tap and hold a letter to display a popup of accented or alternate versions of that character, then swipe to the character you would like to add.
- **International Keyboards**: Tap the *International key* to switch between any international keyboards you have set up (*Settings > General > International > Keyboard > Add New Keyboard*). Tap and hold the *International key* to display a popup menu so that you can switch directly to your desired international keyboard.
- **Select Text**: Tap and hold your finger over a word until a magnifier appears, then tap the *Copy or Select all button* in the popup that appears. If you want to select multiple words, drag the blue selection dots to the beginning and end of the text you want to select. To paste text, tap and hold where you want to place the text and then select *Paste* from the popup menu.

iPad Management

- **Use the Control Center**: Swipe from the bottom of the screen up towards the top. The Control Center gives you quick access to common settings and apps. When you are finished, swipe downwards towards the bottom of the screen to close it.
- **Multitask**: Quickly press the *Home button* twice to open the Multitask view. Here you can scroll through all the open apps. To reopen an app, simply tap the app or its thumbnail. To close an app, swipe the thumbnail towards the top of the screen so that it disappears.
- **View the Notification Center**: Swipe down from the top of the screen. The Notification Center appears showing a summary of your day. Click the *All or Missed tabs* to view app notifications.

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Parent / Guardian’s Guide to Safe iPad / Internet Student Use

NSSEO recognizes with new technologies comes new challenges to both teachers and parents. Below are a series of suggestions drawn from a wide variety of professional sources that may aid you in effectively guiding your child’s use of the iPad.

**Take extra steps to protect your child.** Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online.

**Go where your child goes online.** Monitor the places that your student visits. Let your student know that you’re there, and help teach him/her how to act as he/she works and socializes online.

**Review your child’s friends list.** You may want to limit your child’s online “friends” to people your child actually knows and is working with in real life.

**Understand sites’ privacy policies.** Internet sites should spell out your rights to review and delete your child’s information.

**Balancing the time your student is on the iPad.** While the iPad is a very engaging device, it is a school work device. Care and monitoring will reduce your child’s exposure to excessive use.

**Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.

**Help your child develop a routine.** Many parents have found success by helping create a routine for their child’s device use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

**Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

Read and share with your child the iPad care and use policies. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child. Also visit [Common Sense Media - Connecting Families](https://www.commonsensemedia.org/educators/parents) to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.

[https://www.commonsensemedia.org/educators/parents](https://www.commonsensemedia.org/educators/parents)
Northwest Suburban Special Education Organization
Network Access Agreement

Purpose

Computer use has become an essential part of many school activities. Computers are used to support learning and to enhance instruction and computer networks allow people to interact with many computers. The Northwest Suburban Special Education Organization (NSSEO) has the ability to enhance students’ education through the use of computers. Network access is available to students and staff members at NSSEO. We believe this offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With this opportunity comes responsibility. Proper use of technology resources is a joint responsibility of students, parents, and employees of NSSEO. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines may result in the revocation of the user’s access privilege or other disciplinary action. Access to computing resources is a privilege to which all faculty, staff, and students are entitled. Certain responsibilities accompany that privilege. Understanding these responsibilities is important for the users. It should be noted that NSSEO complies with CIPA (Children’s Internet Protection Act) requirements, which includes enforcing an Internet Safety Policy and that includes a Technology Protection Measure, including monitoring the online activities of minors.

- NSSEO blocks and filters Internet Access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors.
- Online activities of minors are monitored by staff members.
- Access by minors to inappropriate matter in the Internet is monitored through the use of filters/blocking software and supervision of students by staff members.
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications is provided through the use of filters/blocking software and staff supervision.
- Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online are prohibited.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors are prohibited.
- Access to harmful materials on the internet is restricted through use of filtering/blocking software and through supervision of students by staff members.

Use of Local Area Network, Wide Area Network and Internet

Definitions

The Northwest Suburban Special Education Organization (NSSEO) provides access to educational and informational resources for Users through computers connected to local area networks (LANs). These networks may be connected to the district’s wide area network (WAN) and to the internet. The internet is a worldwide network of computers and provides access to electronic mail (e-mail), databases, software, discussion groups, and other informational services. Internet service is provided through a third party service provider. In addition to the LAN/WAN system, access to the internet may also be provided via dial access modems. For the purpose of this document, the LAN/WAN/Internet system is referred to as the “Network”, whether accesses via a direct LAN/WAN connection or modem from within or outside the District facility. The term “User” applies to anyone accessing the Network for any purpose.
User Responsibility
The following guidelines have been established to help ensure responsible and productive Network usage.

1. All use of the Network must be in support of educational and research consistent with the mission of NSSEO.
2. Private information about students and school staff is not to be transmitted over the internet, including social security numbers or credit card numbers.
3. Accessing, submitting, posting, publishing, or displaying any abusive, profane, discriminatory, offensive, obscene, harassing, threatening, intimidating, or disruptive messages or images to any User or other person is prohibited. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religion or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
4. Any use of a Network for commercial or for-profit purposes is prohibited.
5. Extensive use of the Network for personal and private business is prohibited.
6. Any use of the Network for product advertisement, political lobbying, religious activities, gambling, chain letters, or pyramid schemes is prohibited.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on a network.
8. All communication and information accessible on the Network should be assumed to be public information that would be accessible via the Freedom of Information Act.
9. No use of a network shall serve to disrupt the use of the Network by others; hardware or software shall not be destroyed, modified, or abused in any way.
10. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the Network.
12. The illegal installation, duplication, or distribution of copyrighted software on a school district computer or the illegal transfer of software over a network is prohibited.
13. Unauthorized downloading of software, files, or images is prohibited. This includes downloading any program, partial program or game without the express approval of the NSSEO Coordinator of Technology or NSSEO Network Manager.
14. Use of the Network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the Network is prohibited.
15. Transmission of any material in violation of any U.S. or state regulation is prohibited (e.g. copyrighted material, threatening or obscene material, or material protected by trade secrets).
16. NSSEO reserves the right to log Network/Internet use and to monitor file server space utilized by Users.
17. Using the Network while access privileges are suspended or revoked is prohibited.

Network Etiquette

You are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
3. Illegal activities are strictly prohibited.
4. Do not reveal the personal addresses or telephone numbers of students or employees.
5. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of inappropriate activities will be reported.
6. Do not use the Network in any way that would disrupt its use by others.
7. Consider all communications and information accessible via the Network to be private property of NSSEO.

Disclaimer

NSSEO is providing a conduit to information and is not responsible for the information that is retrieved from outside sources. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the User’s negligence, errors, or omissions. Use of information obtained via the Internet is at your own risk. NSSEO denies any responsibility for the accuracy or quality of information obtained, or for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

This Authorization does not attempt to state all required or prescribed behavior by users. The failure to follow the terms of the Network Access Agreement will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party that signed has read the terms and conditions carefully and understands their significance.
Dear Parent(s)/Guardian(s):

The Northwest Suburban Special Education Organization (NSSEO) has the ability to enhance your child’s education through the use of the Internet. The Internet offers vast, diverse and unique resources. The Northwest Suburban Special Education Organization’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is a network that electronically connects thousands of computers throughout the world and millions of individual users. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world.
- Information from government sources, research institutions and other sources.
- Discussion groups
- Thousands of libraries, including the catalog to the Library of Congress

With this educational opportunity also comes responsibility. You and your child should read the enclosed Network Access Agreement and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions.

NSSEO takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive or otherwise inappropriate in school setting. However, on an unregulated network, such as the Internet, it is impossible to control all materials and a user may discover inappropriate material. Ultimately, parents(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow.

If you have any questions, feel free to call your building principal/program administrator.

Thank you,

Mary Ann McGinn
Technology Coordinator

Principal/Coordinator
School Name
Northwest Suburban Special Education Organization

Student Authorization for Network Access

Students have the privilege to use the Northwest Suburban Special Education Organization’s computer workstations in order to facilitate educational growth in technology skills, information gathering skills, and communication skills. These workstations may provide access to the Internet.

I have read the Network Access Agreement. I understand that access to the Internet is designed for educational purposes and that NSSEO has taken precautions to eliminate controversial and inappropriate material. However, I also recognize it is impossible for NSSEO to restrict access to all controversial and inappropriate materials. I will hold harmless the Northwest Suburban Special Education Organization, its employees, agents, and/or Board members for any harm caused by materials or software obtained via the network.

I have read this document and agree to abide by it, and to uphold my responsibilities as a student user of NSSEO computers and networks.

I further understand that failure to follow NSSEO’s rules and regulations regarding permissible computer use as outlined in the Network Access Agreement will result in the loss of privileges, disciplinary action and/or appropriate legal action.

Student Name: __________________________

Student Signature: __________________________ Date: _________________

I understand that my child will be using computers and accessing the Network at school.

Parent Signature: ____________________________ Date:   __________________
NSSEO 1:1 STUDENT DEVICE RESPONSIBLE USE GUIDELINES

We are writing this letter to inform you of an exciting opportunity being offered to your student this year. Your child’s class was selected to participate in a pilot program which will allow them to take their iPads home. These technology tools will help each student be creative, collaborative, innovative and organized.

Students are expected to bring the iPad home and use it for school and communication. To participate in the pilot, students are required to have the iPad charged and ready to go every day in class.

RESPONSIBLE USE EXPECTATIONS:

- All aspects of the district’s Acceptable Use Policy apply when using the devices.
- Students will be allowed to take their devices home in the evening and weekends.
- Parents are responsible for monitoring home internet access.
- The devices are an educational tool and should be used in that capacity. Once issued, students are responsible for taking excellent care and caution in the protection, care and use of the devices.
- If a device malfunctions or is in need of repair, students will not attempt repair, but will return it to their classroom teacher to be repaired by the NSSEO Technology Department.
- The devices are the property of NSSEO, and as such, all content (software, apps, email, internet use, etc) will be monitored. Messages and / or internet content relating to or in support of illegal activities will be reported to the authorities.
- Students have no expectations of privacy and can expect teachers and administrators to conduct checks of their internet history, documents, etc.
- The identification tags on the devices and cases must remain on the devices and cases at all times.
- Passwords should be kept confidential.
- “Cyber bullying” will not be tolerated. Cyber bullying is bullying by use of any electronic communication device using, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Enjoy the use of your device and take advantage of the opportunity it offers to help you in your learning.

GENERAL USAGE PRACTICES:

- Do not eat or drink near the devices.
- Do not place items on the iPad.
- Do not deface the devices / cases in any way with markers, stickers, etc.
- Do not download, copy, or share copyrighted material. this includes music files, images, or software.
- Students are prohibited from attempting to bypass the district filter.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or activity, or inappropriate images are not allowed on the device and will result in disciplinary actions.
- Conduct yourself in a socially acceptable and positive manner at all times when using the device, the network, and the Internet.
The use of an NSSEO iPad is a privilege, not a right. As such, NSSEO reserves the right to discipline, assess fees, and/or revoke access to the devices as deemed necessary for any action in violation of this use contract or violation of the district’s Acceptable Use Policy.

NSSEO RESPONSIBLE USE GUIDELINES

Student

I have read and agree to the NSSEO Responsible Use Guidelines. I understand my responsibilities as a student. If I violate the items in this contract, I will be subject to loss of use of the devices as well as other potential disciplinary consequences.

________________________
Student Name (Printed)

________________________
Student Signature

________________________
Date

Parent / Guardian

I have read and agree to the NSSEO Responsible Use Guidelines. I understand my student will be held to the expectations listed above. I understand if there is negligent damage, intentional damage, or multiple occurrences of damage to the devices, I could be held responsible for the total cost of repair or replacement.

________________________
Parent / Guardian Name (Printed)

________________________
Parent / Guardian Signature

________________________
Date
NSSEO 1:1 STUDENT DEVICE INVENTORY LIST

Student: ________________________________________________________________

I have received the following equipment:

☐ Device: ____________________  Asset Tag #: ____________________
☐ Charger and cord
☐ Device Case

Student Signature: _______________________________________________________

Parent/ Guardian Signature: _______________________________________________
NSSEO DIRECTRICES DE LAS RESPONSABILIDADES DEL USO DEL DISPOSITIVO DE ESTUDIANTE 1: 1

Le escribimos esta carta para informarle de una gran oportunidad que se ofrece a su hijo este año. La clase de su hijo fue seleccionada para participar en un programa piloto que permitirá que puedan llevar sus iPads a casa. Estas herramientas de tecnología ayudarán a que cada estudiante sea creativo, colaborativo, innovador y organizado.

Los estudiantes deben llevar el iPad a casa y utilizarlo para la escuela y comunicación. Para participar en el programa piloto, se requiere que los estudiantes tengan el iPad cargado y listo para usarlo todos los días en clase.

Expectaciones Responsables del Uso

· Todos los aspectos del Código Aceptable de uso del distrito son aplicables cuando se use el dispositivo (iPad).
· Los estudiantes podrán llevar sus dispositivos a casa por la noche y los fines de semana.
· Los padres son responsables de vigilar en casa el acceso a Internet.
· Los dispositivos son una herramienta educativa y se deben utilizar en esa capacidad. Una vez proporcionados, los estudiantes son responsables de tomar excelente precaución en la protección, cuidado y uso de los dispositivos.
· Si un dispositivo funciona mal o está en necesidad de reparación, los estudiantes no intentarán de repararlo, pero lo volverán a su maestro para ser reparado por el Departamento de Tecnología de NSSEO.
· Los dispositivos son propiedad de NSSEO, y como tal, todo el contenido (software, aplicaciones, correo electrónico, uso de internet, etc) serán monitoreados. Mensajes y / o contenidos de Internet relacionados con o en apoyo de actividades ilegales serán reportados a las autoridades.
· Los estudiantes no tendrán expectativas de privacidad y pueden esperar que los maestros y administradores llevan a cabo controles de su historia de Internet, documentos, etc.
· Las etiquetas de identificación deben permanecer en los dispositivos y los protectores en todo momento.
· Las contraseñas deben ser confidenciales.
· “El acoso cibernético” (Cyber bullying) no será tolerado. El acoso cibernético es intimidación mediante el uso de cualquier dispositivo de comunicación electrónica usando, pero no limitado a, correo electrónico, mensajería instantánea, mensajes de texto, blogs, teléfonos móviles, localizadores, juegos en línea, sitios web, etc.
· Se espera que los estudiantes notifiquen a un miembro del personal cada vez que se encuentren con información o mensajes que sean inapropiados, peligrosos, amenazantes, o que hagan que se sientan incómodos.
· Disfrute del uso de su dispositivo y aproveche la oportunidad que se le ofrece para ayudar en su aprendizaje.

Practic a General del Uso:

· No coma o beba cerca del dispositivo.
· No ponga objetos encima del iPad.
· No cambie la apariencia del dispositivo / cobertura con marcadores, calcomanías, etc.
· No baje, copie, o comparta nuestro material, esto incluye música, imágenes, o software.
· Los estudiantes están prohibidos de tratar de evadir el filtro del distrito.
· La presencia de armas, material pornográfico, lenguaje inapropiado relacionado con alcohol, drogas, lenguaje o símbolos relacionados con gangas, o imágenes inapropiadas no serán permitidas en el dispositivo y como resultado se tendrá acciones disciplinarias.
· Condúcucase en una forma socialmente aceptable y una manera positiva todo el tiempo cuando use el dispositivo, el sistema y el internet.
El uso de un iPad de NSSEO es un privilegio, no un derecho. Como tal, NSSEO se reserva el derecho de disciplinar, hacer cobros, y/o revocar el acceso a los dispositivos que se consideren necesarias para cualquier acción en violación de este contrato de uso o violación de la Política de Uso Aceptable del distrito.

DIRECTRICES NSSEO DEL USO RESPONSABLE

Estudiante
He leído y estoy de acuerdo con el uso responsable de las Directrices NSSEO. Entiendo mis responsabilidades como estudiante. Si no cumplo con los elementos de este contrato, estaré sujeto a la pérdida del uso de los dispositivos, así como otras consecuencias disciplinaria.

Nombre del Estudiante (letra imprenta)

Firma del Estudiante

Fecha

Padre / Guardián
He leído y estoy de acuerdo con el uso responsable de las Directrices de NSSEO. Entiendo que mi estudiante será responsable de las expectativas mencionadas anteriormente. Entiendo que si hay un daño por negligencia, daño intencional, o múltiples ocurrencias de daños en los dispositivos, podría ser responsable por el costo total de la reparación o sustitución.

Nombre del Padre / Guardián (letra imprenta)

Firma del Padre / Guardián

Fecha
Lista de Inventario de NSSEO del dispositivo 1:1 del estudiante

Estudiante____________________________________________________________________________

He recibido el siguiente equipo:

☐ Dispositivo_________________________ Etiqueta de Identificación #________________________

☐ Cargador y cordón ____________________

☐ Cobertura del Dispositivo

Firma del Estudiante_______________________________________________________________

Firma del Padre / Guardián_________________________________________________________
Estimado padre (s) / tutor (s):

La Organización de Educación Especial de los Suburbios del Noroeste (NSSEO) tiene la capacidad de mejorar la educación de su hijo a través de la utilización de Internet. El Internet ofrece vastos, diversos y únicos recursos. El objetivo de la Organización de Educación Especial de los suburbios del Noroeste en proveer este servicio es promover la excelencia educativa al facilitar el intercambio de recursos, la innovación y la comunicación.

El Internet es una red que conecta electrónicamente miles de computadoras en todo el mundo y millones de usuarios individuales. Los estudiantes y los profesores pueden tener acceso a:

- Comunicación de correo electrónico limitado con personas de todo el mundo.
- Información de fuentes gubernamentales, instituciones de investigación y otras fuentes.
- Grupos de discusión
- Miles de bibliotecas, incluyendo el catálogo de la Biblioteca del Congreso

Con esta oportunidad educativa también viene una responsabilidad. Usted y su hijo deben leer el Acuerdo de Acceso a la Red cerrado y discutirlo juntos. El uso de material inapropiado o lenguaje, o violación de las leyes de copyright, puede resultar en la pérdida del privilegio de usar este recurso. Recuerde que usted es legalmente responsable por las acciones de su hijo.

NSSEO toma precauciones para evitar el acceso a materiales que pueden ser difamatorios, inexactos, ofensivos o inapropiados en el ambiente escolar. Sin embargo, en una red no regulada, tal como el Internet, es imposible controlar todos los materiales y un usuario puede encontrar material inapropiado. En última instancia, los padres (s) / tutor (s) son responsables de establecer y transmitir los estándares que su hijo o pupilo deben seguir.

Si usted tiene alguna pregunta, no dude en llamar a su administrador del edificio director / programa.

Gracias,

Mary Ann McGinn
Coordinadora de Tecnología

Director / Coordinador
Nombre de la escuela
Organización de Educación Especial de los Suburbios del Noroeste

Autorización del Estudiante
de Acceso a la Red

Los estudiantes tienen el privilegio de utilizar las computadoras, estaciones de trabajo de la Organización de Educación Especial de los Suburbios del Noroeste con el fin de facilitar el crecimiento de la educación en habilidades tecnológicas, habilidades de recolección de información y habilidades de comunicación. Estas estaciones de trabajo pueden proporcionar acceso a la Internet.

He leído el **Acuerdo de Acceso a la Red**. Entiendo que el acceso a Internet está diseñado para los propósitos educativos y que NSSEO ha tomado precauciones para eliminar material controversial e inapropiado. Sin embargo, también reconozco que es imposible que NSSEO pueda restringir el acceso a todos los materiales controversiales e inapropiados. Mantendré inocuo a la Organización de Educación Especial de los Suburbios del Noroeste, sus empleados, agentes y/o miembros de la Junta por cualquier daño causado por materiales o software obtenidos a través de la red.

He leído este documento y estoy de acuerdo con él, y asumo mis responsabilidades como usuario estudiante de computadoras y redes de NSSEO.

Entiendo, además, que el incumplimiento de las normas y reglamentos de NSSEO relacionadas con el uso admisible de las computadoras como se indica en el **Acuerdo de acceso a la red** se resultará en la pérdida de privilegios, acción disciplinaria y/o acción legal apropiada.

Nombre del estudiante: __________________________
Firma del estudiante: __________________________ Fecha: _________________

Entiendo que mi hijo va a utilizar las computadoras y el acceso a la Red en la escuela.

Firma del Padre: ____________________________ Fecha: __________________
Organización de Educación Especial de los Suburbios del Noroeste

Acuerdo de Acceso a la Red

Propósito

El uso de la computadora se ha convertido en una parte esencial de muchas actividades de la escuela. Las computadoras se usan para apoyar el aprendizaje y mejorar las redes de instrucción y nos permiten interactuar con muchas otras computadoras. La Organización de Educación Especial de los Suburbios del Noroeste (NSSEO) tiene la capacidad de mejorar la educación de los estudiantes a través del uso de las computadoras. Acceso a la red está disponible para los estudiantes y miembros del personal en NSSEO. Creemos que esto ofrece vastos, diversos y únicos recursos para los estudiantes y el personal. Nuestro objetivo en la prestación de este servicio para el personal y los estudiantes es promover la excelencia educativa en las escuelas, facilitando el intercambio de recursos, la innovación y la comunicación.

Con esta oportunidad viene la responsabilidad. El uso adecuado de los recursos de tecnología es una responsabilidad conjunta de estudiantes, padres y empleados de NSSEO. Es una política general de que todos los equipos que se van a utilizar de manera responsable, eficiente, ética y legal. El incumplimiento de la política y las directrices puede resultar en la revocación de privilegios de acceso del usuario u otra acción disciplinaria. El acceso a los recursos informáticos es un privilegio al que todos los profesores, el personal y los estudiantes tienen derecho. Ciertas responsabilidades acompañan ese privilegio. La comprensión de estas responsabilidades es importante para los usuarios. Cabe señalar que NSSEO cumple con los requisitos de CIPA (Ley de Protección a los Niños del Internet), lo que incluye la aplicación de una Política de Seguridad en Internet y que incluye una Medida de Protección de Tecnología, incluido el seguimiento de las actividades en línea de los menores.

- NSSEO bloquea y filtra el acceso a Internet de imágenes que sean: (a) obscenas (b) pornografía infantil, o (c) que perjudique a los menores.
- Las actividades en línea de los menores son supervisados por miembros del personal.
- El acceso de los menores a material inapropiado en la Internet se controla mediante el uso de filtros / software de bloqueo y la supervisión de los estudiantes por el cuerpo docente.
- La protección y la seguridad de los menores cuando utilizan el correo electrónico, salas de chat, y otras formas de comunicación electrónica directa es proporciona mediante el uso de filtros / software de bloqueo y la supervisión por parte del personal.
- El acceso no autorizado, incluyendo la llamada "piratería", y otras actividades ilegales por menores en línea están prohibidas.
- La divulgación no autorizada, uso y difusión de la información personal de menores está prohibida.
- El acceso a materiales nocivos en Internet está restringido a través del uso de filtros / software de bloqueo y a través de la supervisión de los estudiantes por el cuerpo docente.
El uso de la red del área local, área amplia e Internet

Definiciones

La Organización de Educación Especial de los Suburbios del Noroeste (NSSEO) proporciona acceso a los recursos educativos e informativos para los Usuarios a través de las computadoras conectadas a las redes de área local (LAN). Estas redes pueden estar conectadas a la red de área amplia del distrito (WAN) y al internet. El Internet es una red mundial de computadoras y proporciona acceso a correo electrónico (e-mail), datos de bases, software, grupos de discusión, y otros servicios de información. Servicio de Internet se proporciona a través de un tercer proveedor de servicios. Además del sistema de LAN / WAN, el acceso a Internet también se puede proporcionar a través de módems de acceso de línea. A los efectos de este documento, el / WAN sistema LAN / Internet se conoce como la "red", si accede a través de una conexión LAN / WAN directa o módem de dentro o fuera de las instalaciones del Distrito. El término "Usuario" se aplica a cualquier persona que tenga acceso a la red para cualquier propósito

Responsabilidad del Usuario

Las siguientes directrices se han establecido para ayudar a asegurar el uso responsable y productivo de la red.

1. Todo uso de la Red debe ser en apoyo de la educación y la investigación consistente con la misión de NSSEO.
2. La información privada acerca de los estudiantes y personal de la escuela no debe ser transmitida a través del Internet, incluidos los números de seguro social o números de tarjetas de crédito.
3. Acceso, enviar, colocar, publicar o mostrar mensajes o imágenes abusivas, profano, discriminatorios, ofensivos, obscenos, acosar, amenazar, intimidar, o mensajes perturbadores a cualquier usuario u otra persona está prohibido. Ejemplos de contenido inaceptable pueden incluir, pero no están limitados a, comentarios sexuales o imágenes, comentarios racistas, comentarios específicos de género, o cualquier otra información o imágenes que puedan ofender razonablemente a alguien en base a su raza, edad, sexo, religión o creencias políticas, origen de nacionalidad, discapacidad, orientación sexual o cualquier otra característica protegida por la ley.
4. Está prohibido el uso de la Red con fines comerciales o con fines de lucro.
5. Amplio uso de la Red para negocio personal y privado está prohibido.
6. Está prohibido cualquier uso de la Red para anunciar productos, propaganda política, actividades religiosas, juegos de azar, cartas en cadena o esquemas de piramidales.
7. Los usuarios no deben intencionalmente buscar información, obtener copias de, o modificar archivos, otros datos o contraseñas que pertenecen a otros usuarios, o falsificar a otros usuarios en la red.
8. Todas las comunicaciones y la información accesible en la red deben ser asumidas como información pública que sea accesible a través de la Ley de Libertad de Información.
9. Ningún uso de la red servirá para interrumpir el uso de la Red de los demás; hardware o software no serán destruidos, modificados o abusados de ninguna manera.
10. El uso malicioso de la Red para desarrollar programas que acosan a otros usuarios o infiltrarse en un sistema informático o de computación y / o dañar los componentes de software de un sistema informático o de computación está prohibido.
11. El odio, acoso, comentarios discriminatorios, y otros comportamientos antisociales están prohibidos en la red.
12. La instalación ilegal, duplicación o distribución de software con derechos de autor en un equipo del distrito escolar o la transferencia ilegal de software a través de una red está prohibido.
13. Está prohibida la descarga no autorizada de software, archivos o imágenes. Esto incluye la descarga de cualquier programa, programa parcial o juego sin la aprobación expresa del Coordinador de Tecnología de NSSEO o Administrador Network de NSSEO.
14. Está prohibido el uso de la Red para acceder o procesar material pornográfico, archivos de texto inapropiados, o archivos peligrosos para la integridad de la red.
15. La transmisión de cualquier material en violación de cualquier regulación de los Estados Unidos o estatal está prohibida (por ejemplo, el material con derechos de autor, material amenazante u obsceno, o material protegido por secreto comercial).
16. NSSEO se reserva el derecho de iniciar sesión / utilización de la Red de internet y vigilar el espacio del servidor de archivos utilizado por los Usuarios.
17. Está prohibido el uso de la red, con los privilegios de acceso suspendidos o revocados.

**Etiqueta de la Red**

Se espera que atenerse a las normas generalmente aceptadas de la etiqueta de la red. Estos incluyen, pero no se limitan a, los siguientes:

1. Sea cortés. No se convierta abusivo en sus mensajes a otros.
2. Use un lenguaje apropiado. No jurar, usar vulgaridades o cualquier lenguaje inapropiado.
3. Las actividades ilegales están estrictamente prohibidas.
4. No revelar la dirección personal o número de teléfono de los estudiantes o empleados.
5. Reconocer que el correo electrónico (E-mail) no es privado. Las personas que operan el sistema tienen acceso a todos los correos. Mensajes relacionados con o en apoyo de actividades inapropiadas Serán reportados.
6. No utilice la red de ninguna manera que pueda interrumpir su uso a otros.
7. Considere que todas las comunicaciones y la información accesible a través de la Red son propiedad privada de NSSEO.
Descargo de responsabilidad

NSSEO está proporcionando un conducto para información y no es responsable de la información que se obtenga de fuentes externas. Esto incluye la pérdida de datos como resultado de demoras, no entregas, entregas-perdidas, o interrupciones del servicio causadas por negligencia, errores u omisiones del usuario. El uso de la información obtenida a través de Internet es bajo su propio riesgo. NSSEO niega cualquier responsabilidad de la exactitud o calidad de la información obtenida, ni de las obligaciones financieras no autorizadas resultantes de la utilización de recursos de la escuela y de las cuentas para acceder a Internet.

Esta autorización no intenta mencionar todo el comportamiento requerido o prescritos por los usuarios. El incumplimiento de las condiciones del Acuerdo de acceso a la red se resultara en la pérdida de privilegios, acción disciplinaria y/o acción legal apropiada. La firma (s) al final de este documento es jurídicamente vinculante e indica que quien firmó ha leído los términos y condiciones cuidadosamente y entiende su significado.
Los empleados tienen el privilegio de utilizar computadoras estaciones de trabajo con el fin de facilitar el crecimiento de los estudiantes en las habilidades tecnológicas, habilidades de recolección de información y habilidades de comunicación, y para realizar tareas administrativas. Estas estaciones de trabajo pueden proveer acceso al Internet. Sólo los empleados con experiencia previa y la instrucción estarán autorizados a utilizar la red y acceso al Internet. Los empleados tienen la responsabilidad profesional de asegurar el uso apropiado de la tecnología por los estudiantes. Los empleados monitorearán el Internet para que todos los estudiantes lo utilicen de la mejor forma que sea posible. Cada aula deberá tener una superficie equipo dedicado. Esta zona es para ser utilizado estrictamente para equipos informáticos. El no mantener esta área organizada podría resultar en la eliminación de los equipos informáticos completos.

He leído el documento **Acuerdo de Acceso a la Red** de la Organización de Educación Especial de los Suburbios del Noroeste y estoy de acuerdo con él, y estoy de acuerdo con las responsabilidades como empleado usuario con respecto las computadoras y las redes de NSSEO. Además, entiendo que si cometo alguna violación, mis privilegios de acceso pueden ser revocados y una acción disciplinaria, hasta e incluyendo el despido del empleo, y/o acciones legales pertinentes pueden ser tomadas. En consideración por el uso de la conexión a Internet de NSSEO y el acceso a las redes públicas, yo libero a la Organización de Educación Especial de los Suburbios del Noroeste y sus miembros de la Junta, y agentes de cualquier reclamo y daños que surjan de mi uso, o la inhabilidad de usar el Internet.

Nombre del empleado:   Edificio:
Firma del Empleado:      Fecha:
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