AHSTW Community School District

Acceptable Use Policy

Introduction

AHSTW Community School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The AHSTW Community School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- **Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).**
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- AHSTW Community School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

This policy covers all technologies that are owned by AHSTW, used on the AHSTW network and used by AHSTW students and staff. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

(a) (e) AHSTW Community School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be **restricted in compliance with CIPA regulations** and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

(b) AHSTW Community School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, AHSTW Community School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Devices Policy

AHSTW Community School District may provide users with devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

(d) Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use (c)

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

These are not intended to be an exhaustive lists. Users should use their own good judgment when using school technologies.

Limitation of Liability

AHSTW Community School District will not be responsible for damage or harm to persons, files, data, or hardware.

While AHSTW Community School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

AHSTW Community School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

AHSTW Community School District

DEVICE USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of device, between the AHSTW Community School District (AHSTWCSD), the student receiving a device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a device, software, and related materials (the "Device") for use while a student is at AHSTW Community School District, hereby agree as follows:

1. Equipment

1.1 Ownership: AHSTWCSD retains sole right of possession of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document. Moreover, AHSTW administrative staff, including the director of technology, retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.3 Substitution of Equipment: In the event the Device is inoperable, AHSTWCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Device or to avoid using the Device due to loss or damage. Please note that if the Student forgets to bring the Device or power adapter to school, a substitute will not be provided.

2. Damage or Loss of Equipment

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – 50% of repair cost
- Second incident – 75% of repair cost
- Third incident - Full cost of repair

Students are expected to follow all security measures put into place to protect the technology equipment and to keep the student safe. If the students intentionally circumvents security measures the district has put in place the district will bill the parents for the time spent to resolve the issue caused by the student.

Circumventing school security measures that result in school personnel spending time repairing
- $60 per hour with a minimum of 1 hour

AHSTWCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. The Student or Parent may not purchase replacement parts, cases, or other items issued to the student on their own; payment shall be made to the AHSTWCSD in accordance to the schedule previously mentioned and equipment will be purchased by AHSTWCSD to ensure interoperability and uphold terms dictated by the equipment warranty provider.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the Standards for Proper Care document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

2.2 Responsibility for Loss: In the event the Device is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.3 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Director. If the Device is stolen or vandalized while not at AHSTW or at an AHSTW sponsored event, the Parent shall file a police report.

2.4 Technical Support and Repair: AHSTWCSD does not guarantee that the Device will be operable, but will make technical support, maintenance and repair available.

3. Legal and Ethical Use Policies

3.1 Monitoring: AHSTWCSD will monitor device use using a variety of methods.

3.2 Legal and Ethical Use: All aspects of AHSTWCSD Device Use Policy remain in effect, except as mentioned in this section.

3.3 Filesharing and Filesharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File- sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

STANDARDS FOR PROPER DEVICE CARE

This document is an important addendum to the Student Device Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Device. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

The standards below will lead to a device that will run smoothly and serve as a reliable, useful and enjoyable instructional tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Device and charging unit to AHSTWCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Device either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Device stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Device in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Devices in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Device in a car other than in a locked trunk. Avoid leaving the Device in environments with excessively hot or cold temperatures.
- Do not let anyone use the Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Device will be your full responsibility.
- Adhere to AHSTWCSD School's Device Use Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarian, Director of Technology or Secondary Principal..
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Device Facilitator or Director of Technology.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Do not do anything to the Device that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Computer.

Screen Care
- The Device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for device screens.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger.

EQUIPMENT LENDING INFORMATION

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Device Program Acknowledgement Form.

The AHSTWCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. I will treat this equipment with the same care as if it were my own property.
2. I will maintain the equipment in clean condition.
3. I will avoid use in situations that are conducive to loss or damage.
4. I will heed general maintenance alerts and advice from school technology personnel.
5. I will promptly report any malfunction, loss, damage or theft to the Director of Technology.
6. I will always transport the equipment within the case provided whenever leaving the school building.
7. I will adhere to AHSTWCSD School's Acceptable Use Policy when using this equipment at all times and locations.

Damage or Loss

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

DEVICE USE AND CONDUCT POLICY

The primary goal of AHSTWCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the device equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines which govern the use of AHSTWCSD devices and network resources.

Network Resources refers to all aspects of AHSTWCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of AHSTWCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto AHSTWCSD computers; to copy AHSTWCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Responsibility for Property

Students are responsible for maintaining a 100 percent working device at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents. - Not using equipment in an unsafe environment.

Students must keep the device locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the device back. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

File Sharing and File Sharing Programs

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File- sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their devices restored to the original settings. Serious or repeated violations will result in the students use of technology restricted and or revoked.

Legal Issues and Jurisdiction

Because The AHSTWCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of AHSTWCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer

The AHSTWCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the AHSTW Community School District. While AHSTWCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At AHSTWCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, AHSTWCSD account holders take full responsibility for their access to AHSTWCSD's network resources and the Internet. Specifically, AHSTWCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.