

Student Technology Acceptable Use Policy

2017-2018

Purpose

The Estelline School District is pleased to offer student access to technology resources for educational and instructional activities. The purpose of the Estelline School District's technology resources is to provide additional educational resources and communication tools for students and staff. These resources will help staff to facilitate education and research consistent with the technology vision of the Estelline School District: "Learning is advanced with the integration of technology."

Definition of Technology Resources

The Estelline School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, mobile devices, peripheral devices, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Estelline School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Estelline School District is not transferable to people or groups outside the district and terminates when a student is no longer enrolled in the Estelline School District. Each employee, student and/or parent will be required to follow the guidelines outlined in this document. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Responsibility

Students are responsible for their ethical and educational use of technology resources of the Estelline School District. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the Technology Acceptable Use Policy will result in disciplinary action and/or repairs at the expense of the student.

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Estelline School District along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the users in the school environment. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Technology Service

Estelline School District does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any guarantee as to the results obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided as available without guarantees of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

Receiving Equipment

Student machines will be distributed each fall. Parents and students must sign and return the Student Technology Acceptable Use Policy before equipment can be issued and/or accounts are set up for the student. School-issued machines are the property of the Estelline School District and are for educational use. These

machines may be collected at various times throughout the year and will be collected at the end of each school year for maintenance, cleaning and software installation or upgrades. Students will retain the original machines each year while enrolled at EHS.

Equipment Identification

Student equipment will be labeled in the manner specified by the school. Equipment can be identified by the serial number, stickers on computer, and individual user account name and password. School district labels should not be altered or removed, and should remain visible. Please notify the tech coordinator if these labels need to be replaced. Machines and covers must remain free of any writing, drawing, stickers, or labels that are not the property of the Estelline School District.

Password Protection

Students are assigned individual passwords for accessing computers, devices, and accounts. Students needing help with password issues should contact the tech coordinator. Students are responsible for securely storing their own passwords. Passwords should never be shared.

Taking Care of the Equipment

Students are responsible for the general care of the equipment they have been issued by the school. Machines that are broken or fail to work properly must be reported to the tech coordinator. Lost or stolen equipment should be reported immediately to the tech coordinator or principal.

Repairing or Replacing the Laptop Computer or Device

Computers or devices that malfunction or are damaged must be reported to the tech coordinator immediately. Vendors warrant the laptops and devices from defects in materials and workmanship for a limited time. This limited warranty covers normal use, mechanical breakdown or faulty construction and may provide replacement parts necessary to repair the laptop or a laptop replacement. The warranty does not protect against damage caused by misuse, neglect, or abuse. Students will be entirely responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Continuous reports of damage will be logged and dealt with on an individual basis.

Personal Insurance Coverage

Students are financially responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Students or parents may wish to carry their own personal insurance to protect the laptop or devices in cases of theft, loss, or damage. Please consult with an insurance agent for details about personal coverage of the school equipment.

Laptop Undergoing Repair

Loaner laptops or devices may be issued to a student when equipment is being repaired. There are a limited number of loaner machines and there may be times when loaners are not available. The Technology Department will make every effort to maintain equipment necessary for students' education.

Negligence or Intentional Damage

Attempting to repair, remove, or install hardware and software components is prohibited. Vandalizing or damaging the machine is prohibited, including but not limited to pencil marks, stickers, graffiti, carving, burning or other markings, broken screens, broken hinges, damaged cases or cords, or exposure to extreme temperatures. Disassembling machine in any form or fashion is prohibited.

The cost of repairs due to negligence or intentional damage will be the responsibility of the student. Examples of negligence could include but are not limited to: liquid spills on the keyboard, broken hinges or screen damage

due to closing the computer with paper or objects inside, pulling the machine off a desk by catching the cord, dropping the computer, or disassembling any technology resources.

Students may wish to carry their own personal insurance to protect the equipment in cases of theft, loss, or accidental damage. Please consult with an insurance agent for details about personal coverage of the laptop or iPad.

Lightspeed Content Filter

Lightspeed is a content filtering server that has been installed to filter Internet content while laptops and devices are in use at school or off-campus. Lightspeed will block inappropriate web sites and record web sites and search requests that are visited or made from school or home. There are various filter options used to restrict student access as needed assigned by school personnel.

Inspection

Student machines and accounts may be inspected periodically. Remote software may be used for inspections of a student's computer usage while on the school's network. User accounts are considered the property of the school district. The Tech Department may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

Equipment Use at School

Machines are intended for use at school each day. In addition to teacher expectations for technology use, school messages, announcements, calendars and schedules will be accessed using the computers or devices. Students must be responsible to bring the machines to all classes, unless specifically advised not to do so by their teacher.

General Precautions

1. No food or drink is allowed near the equipment.
2. Cords, cables, and removable storage devices should be inserted carefully and removed properly from the laptop or device.
3. Equipment should never be left in a car or any unsupervised area.
4. Equipment should never be exposed or subjected to extreme temperatures, hot or cold.
5. Close the lid when not in use to preserve battery life.

Care of the Laptop/iPad

The machine should be turned off before leaving the building each day. The laptop should also be turned off at home before returning to school. This helps ensure all server settings are received.

Screen Care

- Clean the screen regularly with a soft, dry, antistatic or microfiber cloth. The screens can be damaged if subjected to rough treatment.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper, or disks).
- Do not lift or carry the laptop by the screen.
- Leaning on the top of the laptop when it is closed is not allowed.
- Excessive pressure on or contact with the screen can cause damage to the screen.
- Apple recommends only using a soft cloth dampened with water to clean iPad glass; cleaners can ruin the touch capabilities of the iPad.

Battery Life

Laptops and devices must be brought to school in fully charged condition. Students need to charge the machines at home. In cases where use of the equipment has caused batteries to become discharged, students may be able to connect their devices to a power outlet in class.

To preserve the life of the battery, please close the laptop or iPad when not in use.

Equipment Left in Unsupervised Areas

Under no circumstances should equipment be left in unsupervised areas. Unsupervised areas include but are not limited to outside the school, the cafeteria, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any machine left unattended is in danger of being stolen and will be collected by staff and taken to the tech coordinator. Technology privileges may be suspended or revoked for students whose equipment is collected from an unsupervised situation.

Software on District Equipment

District equipment will contain software and applications pertinent to the curriculum of the Estelline School District. Any resources originally installed by the district must remain on the machines in usable condition and be easily accessible at all times. Upgraded versions of licensed software will be automatically upgraded through the network. From time to time the school may add software applications for a particular purpose. The licenses for this software may require that the software be deleted from equipment at a future time. Periodic checks of equipment may be made to ensure that the school has not exceeded its licenses. The Tech Department cannot support software that is not purchased by the District. Software found to be interfering with district software will be removed. Software used to circumvent copy protection will be removed.

Managing Files and Saving Work

Students may log onto the school network in order to back up their work. Students will have their own user account and folder on the network with space to back up ONLY school-related work. It is suggested that students also backup all of their work at least once each week using removable file storage: USB drives, CDs, DVDs (DVD-R are recommended for the Mac), or external hard drives. There are also a variety of low-cost web-based storage solutions available, at students' expense that provide secure backup solutions. It is the students' responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion. Ample cloud storage will be provided for all devices.

Procedure for Reloading Software

If technical difficulties occur, or non-school issued software is discovered, the Tech Department will copy all school-related files. The hard drive will then be reformatted and imaged.

Recovering Data and Files

If technical difficulties occur, the Tech Department will work to recover school-related files. Students are responsible for any non-school items. It is the individual student's responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion, and prior to scheduled maintenance.

Personal Use

The School District recognizes the use of personal exploration as a learning tool, and encourages students to investigate resources. All material should be educationally appropriate, and any personal files and data created should be backed up on an external device rather than to the server. If student performance or function are impaired due to excessive personal items installed or stored on the machine, the district may require their removal. In the event the machine must be re-imaged, personal files or software will not be backed up or reinstalled by the Tech department.

Printing

Students may use printers with teacher permission during class or breaks. School printers are managed by the Tech Department and cannot be added or removed by individual students. Please print responsibly.

Sound

Sound must be muted. Headphones may be used with permission.

Virus Protection

School machines have antivirus protection software. This software will scan the hard drive and removable devices for known viruses. The virus software will be upgraded from the network.

Use of School Resources

Avoid intentionally wasting school resources, including but not limited to the use of Internet bandwidth, internal network bandwidth or printing resources. Non-educational subscriptions to mailing lists, mass email messages, games, chat rooms, instant messaging, proxy list servs or mailing lists, or other services that can slow the system or waste others' time and access are prohibited.

Responsible Internet Use

Avoid sites unrelated to instruction during the school day. Any videos for non-educational purposes are strictly prohibited unless assigned by a teacher. Downloading or transmitting games, music, or video files is prohibited unless approved for educational purposes. Games, including but not limited to flash, web-based, and executables/installables are prohibited on the school machine.

Never reveal your full name, phone number, home address, social security number, credit card numbers, or passwords online.

Sending, accessing, uploading, downloading, creating, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify the tech coordinator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Using the network or Internet for commercial, political campaign, or financial gain purposes is prohibited, such as shopping or auction sites or school election campaigns. Promoting or soliciting for illegal activities is prohibited.

Inappropriate use will result in disciplinary action.

Email Use

Students should maintain high integrity with regard to email content. Always use appropriate language; do not transmit language or material that is profane, obscene, abusive, or offensive to others. School district email is subject to inspection by school personnel. Sending or forwarding mass emails, chain letters, or spam is prohibited. Private chatting or instant messaging during class without permission is prohibited.

Copyright and Fair Use

Staff and students are expected to comply with trademark, copyright laws and license agreements. Violating copyright or other protected materials laws for print, audio and video components is prohibited.

Children's Online Privacy Protection Act (COPPA)

In order for the Estelline School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Our schools utilize several computer software applications and web-based services, operated by third parties. In order for our students to use these programs and services, certain personal identifying information, generally

the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Signing this AUP form will constitute consent for the Estelline School District to provide information for your child consisting of first name, last name, school email address and username to the operators of any web-based educational programs and services which have been reviewed and selected for instructional use.

Recordings

It is important to obtain consent before sharing audio or video recordings of others. Recording audio or video without consent of the teacher in the classroom is prohibited.

Hacking

Any malicious attempt to alter data, the configuration of a computer or device, or the files of another user (student or staff) without consent may be considered an act of vandalism and subject to disciplinary action. Note that instructors may need to access student materials for educational purposes.

Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources is prohibited. Do not attempt to log on to the network with a device other than the school assigned laptop. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Consequences

Students who violate the Student Technology Acceptable Use Guidelines are subject to consequences. Consequences are determined based on the severity of the violation. These may include, but are not limited to suspension of technology privileges, referral to law enforcement authorities and possible long term suspension or recommended expulsion from school.

Students shall be responsible for any outside costs, fees, charges, or expenses incurred under the person's account in connection with the use of the Estelline School District's network or Internet connection(s).

Individual school machines and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are alternatively placed outside the district, or are suspended or expelled for any length of time, or terminate enrollment at EHS for any other reason must return school machines on the date of termination.

Upon leaving the district, students must return equipment and accessories to the district in working order and free of damage. The individual will be expected to pay for any needed repairs or replacement of the computer, device, cords, sleeves or equipment that are deemed negligent or intentional.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____