

Hinton Community School District

Acceptable Internet/Network Use Policy

Introduction

The following statement of acceptable use of Hinton Community School District technology resources applies to all Hinton Community School District (HCSD) staff, administration, students, parents, other employees and guests using school district technology resources.

The Hinton Community School District offers a variety of technology resources for staff, student, and parent use. Access to these resources is a privilege and not a right and each student and staff member must have a signed acceptable use policy on file prior to having access. Privileges can and will be taken away for violation of the policy and regulations. All students and their parents or guardians must read and understand the acceptable use policy, then sign and turn in the form to their building office. When using district-supplied technology resources, individuals agree to abide by all policies and procedures adopted by the Hinton Community School District as well as all current federal, state, and local laws.

These include district policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of violation of any these policies, procedures or laws, current district disciplinary policies and practices will be followed, including those regulating the provision of information to law enforcement authorities.

Purpose

Students in the 21st century live in a global environment marked by a high use of technology, giving them the ability to collaborate and make individual contributions as never before. Hinton students live in a media-suffused environment, marked by access to an abundance of information and rapidly changing technological tools useful for critical thinking and problem solving processes. Therefore, Hinton Community School District supports the use of technology to help prepare students as global citizens capable of self-directed learning in preparation for an ever-changing world.

Responsibilities

Hinton users are responsible for good behavior on school networks and Internet just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

I. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. This may include, but is not limited to:

A. Honor the time and work of others. Do not use the network in such a way that your use would disrupt the use of the network by other users.

B. All communication and information accessible via the network should be assumed to be private property. Do not log onto others accounts

C. Use appropriate online behavior.

Examples of inappropriate use are, but not limited to:

- illegal activity
- accessing or transmitting offensive materials
- harassment, threats or bullying
- material advocating violence or discrimination
- obtaining obscene or pornographic material
- creating or forwarding inappropriate (mean-spirited, racist, pornographic, false) material
- using another user's account, with or without their permission
- accessing or modifying other user's accounts, files, or passwords
- any actions that deliberately disrupt network service or damage equipment
- commercial activities not related to school or unsolicited political lobbying

D. Protect your identity. Do not reveal your personal information or that of other people.

E. Delete unwanted messages immediately. This would include all messages from senders you don't know.

F. Note that Internet communication is not private. Messages relating to or in support of illegal activities will be reported to the authorities.

G. Do not employ the network for commercial purposes. Do not take part in any electronic communication that would be unacceptable by the Board Policy or forbidden by the building discipline codes. Do not access any service via electronic transmission that incurs any cost. Any cost incurred through violation of this expectation will be charged to the student or staff member responsible.

II. Vandalism – Vandalism may result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data, or software of any computer system in the district, or those computers connected to the district via the Internet.

III. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use by its authorized users. Any problems which arise from the use of an account are the responsibility of the account holder. Misuse may result in suspension of the account privileges. This may include, but is not limited to:

- A. Logging into another's account.
- B. Giving out your password or the password of others.
- C. Altering another user's account.
- D. Failure to notify the supervising staff member of a security problem.
- E. Loading or downloading software without permission.

IV. Copyright Law. Hinton Community School District respects copyright laws and insists that its faculty, students, and staff do likewise. In general, every document, image, or sound is copy written upon creation, and may only be used or redistributed with the permission of the copyright holder. If you're in doubt about a particular work, assume that it is copyrighted. For more information about copyright law, contact the technology coordinator.

V. Objectionable Content. The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, offensive or illegal is forbidden and users will lose their network privileges.

VI. Personal Devices. People who use personal electronic devices (such as cell phones, iPods, electronic reading devices etc.) on school property and/or during school functions will be expected to follow the Hinton Acceptable Use Policy. During classroom instruction, students will be allowed to use only the school issued device.

VII. Online communication. Online communication and social networking is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. As educators, our primary responsibility to students is their safety.

Therefore, expectations for a classroom blog, student email, podcast projects or other Web interactive use must follow the Hinton Acceptable Use policy.

Access is a privilege, not a right. Access entails responsibility. Failure to act responsibly may result in a loss of access as well as other disciplinary or legal action.

It is all staff members' responsibility to educate students about appropriate online behavior, while at school; including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers or computers will always be private. The Hinton Community School District makes no warranties of any kind, whether express or implied, for the service it is providing. The Hinton Community School District will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mid-deliveries or service interruptions no matter the cause. Use of any information obtained via the Internet is at your own risk. The Hinton Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Hinton Community School District

LAPTOP COMPUTER USE AGREEMENT

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

1. Equipment

1.1 Ownership: Hinton CSD retains sole right of possession of the computer and grants permission to the student to use the computer according to the guidelines set forth in this document. Moreover, building principal or technology staff retains the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptops configurations the same. All computers include ample RAM and hard-disk space, a protective laptop bag, software, and other miscellaneous items. Hinton CSD will retain records of the serial numbers of provided equipment. Locks will be provided by the school district to secure laptops in lockers.

1.3 Substitution of Equipment: In the event the computer is inoperable, Hinton CSD 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 computer or to avoid using the computer due to loss or damage. Please note that if the student forgets to bring the computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The student is solely responsible for any data stored on the computer. It is the sole responsibility of the student to backup such data as necessary. Files should be stored in at least two locations; such as on the laptop, Google Docs, or flash drive.

1.5 Equipment Maintenance: All students will turn in their laptop for summer maintenance at the end of the school year, or upon leaving Hinton CSD.

1.6 Equipment to be Purchased: Students are required to provide their own flash drives, earbuds or headphones for academic use.

1.7 Sound: Out of respect for maintaining a productive work environment, earbuds or headphones must be used or sound must be muted at all times unless permission is obtained from the teacher.

2. Damage or Loss of Equipment

2.1 Personal Insurance: It is recommended that parents look into adding student devices to their current homeowner insurance policy.

2.2 Responsibility for Damage: The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. In the event of damage not covered by the warranty, the student and parent may be billed a fee according to the following schedule:

- First incident – up to \$150
- Second incident – up to \$200
- Third incident or more – up to full cost of repair or replacement

Hinton CSD 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 Hinton CSD in accordance to the schedule previously mentioned and equipment will be purchased by Hinton CSD 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.
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

2.3 Responsibility for Loss: In the event the computer and/or accessories are lost or stolen, the student and parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the building technology staff. If the computer is stolen or vandalized while not at Hinton CSD or at a Hinton CSD sponsored event, the parent shall file a police report.

2.5 Technical Support and Repair: Hinton CSD does not guarantee that the computer will be operable, but will make technical support, maintenance, and repair available.

3. Legal and Ethical Use Policies

3.1 Monitoring: Hinton CSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with Hinton CSD’s Legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of Hinton CSD Acceptable Internet/Network Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, LimeWire, Kazaa, Acquisition, and others 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 building administrator and technology administrators.

3.4 Allowable Customizations

- The student is permitted to alter or add files to customize the assigned computer to his/her own working styles (i.e. background screens or default fonts).
- The student is permitted to download *school appropriate music and apps to their personal iTunes account*, but cannot download or install any other software without permission from the building administrator or technology administrators.

4. STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the Student Laptop 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 computer. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Read all documentation that comes with the laptop. Following the standards below will lead to a computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

4.1 Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the fully charged computer and charging unit to Hinton CSD during every school day. (If you forget them, substitutes will not be provided.)
- Keep the computer 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 computer stored in a locked secure place when you cannot directly monitor it. Laptops 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.
- Avoid leaving the computer in environments with excessively hot or cold temperatures.
- Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- Adhere to Hinton CSD School's Acceptable Internet/Network Use Policy at all times and in all locations. When in doubt about acceptable use, check your student handbook or ask your administrator, classroom teacher or technology administrators.
- Back up your data. Never consider any electronic information safe when stored on only one device. It is recommended that you backup your data in at least two different locations. (i.e. network, flash drive, a cloud account, etc...)
- Read and follow general maintenance alerts from school technology administrators.

4.2 General Care

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or 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 computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the computer.

4.3 Carrying the computer

- Always completely close the lid and wait for the computer to enter Sleep mode before moving it, even for short distances.
- Always store the computer in the laptop bag provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen.
- Shut down laptop if closing case for an extended period of time.
- Do not grab and squeeze the computer, as this can damage the screen and other components

4.4 Screen Care

- The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can be costly to replace. Screens are particularly sensitive to damage from excessive pressure. Do not stack heavy objects on the top of the laptop
- Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

4.5 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 computer 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.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

4.6 Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

5. Disclaimer

Given the nature of technology use and applications, laptop handbook provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.

TECHNOLOGY CODE OF CONDUCT

Offense Description	Disciplinary Action		
	1st Offense	2nd Offense	3rd Offense
<p>Level 1</p> <p>Internet Violations</p> <ul style="list-style-type: none"> ● Attempting to bypass filtering and/or security measures ● Attempting to surf for inappropriate or non-academic items ● Attempting to change filter settings ● Accessing social media and networking that is non-academic ● Playing games that do or do not bypass filtering <p>Downloading Programs</p> <p>Production and Distribution of inappropriate material</p> <p>Privacy</p> <ul style="list-style-type: none"> ● Attempting to hide computer activities ● Attempting to hide, delete, or alter files or file types not belonging to the student ● Revealing and/or sharing of account information ● Attempting to access or use someone else's computer account information or profile ● Using school or other e-mail inappropriately 	<p>Minimum Action Verbal Reprimand Maximum Action Detention/Loss of computer or Internet privileges</p>	<p>Minimum Action Detention Maximum Action Loss of computer or Internet privileges</p>	<p>Minimum Action Detention Maximum Action Extended loss of computer/Internet privileges and/or suspension</p>
<p>Level 2</p> <p>Hardware</p> <ul style="list-style-type: none"> ● Destruction of property ● Theft <p>Software</p> <ul style="list-style-type: none"> ● Knowingly bringing in viruses ● Installing, removing or using programs to subvert function or security ● Improper use of computers to falsify documents or plagiarize ● Bypassing security measures or access more privileged accounts ● Attempting to alter or block the proper operation or performance of the network ● Using school or other e-mail inappropriately <p>Production and Distribution of inappropriate material</p> <p>Cyber Bullying</p> <p>Illegal Activities</p>	<p>For each offense in Level 2, the minimum action taken will be a detention and the maximum action taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued. Given the nature of technology use and applications, the Technology Code of Conduct provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.</p>		

Hinton Community School District Student Laptop Program Check List and Acknowledgement Form 2014-2015 School Year

You will receive your assigned laptop once the Student and Parent have completed this Acknowledgement Form.	Student Initial	Parent Initial
I understand vandalism may result in the cancellation of privileges. (II)		
I understand that I am responsible for my own device and account. (III)		
I will neither duplicate nor distribute copyrighted materials other than a backup copy of those items I legally own. (IV)		
I understand objectionable content is forbidden and may result in loss of network privileges. (V)		
I will follow the Hinton CSD Acceptable Internet/Network Use Policy when communicating online. (VII)		
I understand that all information stored and transmitted including but not limited to; documents, video, pictures, chat logs, social networks, Web 2.0 tools (e.g. blogs, wikis, etc.) and music on the district's web servers, networking system, laptop computers or stationary computers are not considered private at any time and are subject to monitoring. (1.1, 3.1)		
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations; such as on the laptop, external hard-drive, CD, flash drive or file server. (1.4, 4.1)		
I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost, stolen or damaged due to "gross negligence" as determined by administration. (2.1, 2.2, 2.3, 4.1)		
I will promptly report any problems to the Building Technology Staff or Building Principal immediately. (2.4)		
I will comply with the Acceptable Internet/Network Use Policy and understand my laptop computer may be revoked temporarily or permanently for inappropriate student conduct occurring on or off school property at any time. (3.1, 3.2)		
I will not install or use file-sharing programs to download music, video or other media. (3.3)		
I will keep my computer fully charged each day. (1.3, 4.6)		
I will read and follow general maintenance alerts from school technology personnel. (4.1)		
I will clean and maintain the laptop according to the Hinton's Laptop Computer Use Agreement. (4.2, 4.4)		
I will keep the laptop lid fully closed whenever it is moved from one point to another. (4.3)		
I have read the Laptop Computer Use Agreement and agree to the conditions stated. (1.0-5.0)		
The Student and their parents have indicated on our Registration Form if they wish to allow the use of Student work and of pictures on the internet. Those policies will apply to the 1 : 1 computer use agreement. Student work will be solely shared to serve the purpose of improving our school and public relations by promoting the positive image and work of the teachers and students within the school. If you do not wish to have Student pictures, work, etc. displayed on the internet, please file appropriate form with our Business Manager.		

I understand that an AUP must be submitted and processed prior to the issuing of the student laptop (Iowa Code § 301.1).

Please sign below to indicate your preference.

YES, the student will be responsible for taking the school-issued device home on a daily basis.

NO, the student will not take the school-issued device home. At the end of each school day, the student will be responsible for returning the device to the designated area.

Student Name (printed clearly): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (printed clearly): _____

Parent/Guardian Signature: _____

Date: _____

Hinton Community School District
Acceptable Internet/Network Use Agreement
2014-2015 School Year

I understand and will abide by the Hinton Acceptable Internet/Network Use Policy. I further understand that any violation of the terms and conditions in the policy may constitute a criminal offense or violation of district policies and regulations. Should I commit any violation, my access privileges may be suspended or revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Name (please print): _____

User Signature: _____

Graduation Year: _____

Date: _____

As the parent or guardian of this student, I have read the Hinton Acceptable Internet/Network Use Policy and agree that the terms and conditions shall apply to my child. I understand that this access is designed for educational purposes. I recognize it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

STUDENT PLEDGE FOR USE OF THE PERSONAL MOBILE COMPUTING DEVICE

1. I will take proper care of the Personal Mobile Computing device.
2. I will not loan the Personal Mobile Computing device or charger and cords to others.
3. I will be accountable for the Personal Mobile Computing device at all times.
4. I will charge the Personal Mobile Computing device's battery daily.
5. I will not leave the Personal Mobile Computing device in an unlocked vehicle.
6. I will keep food and beverages away from the Personal Mobile Computing device.
7. I will not disassemble any part of the Personal Mobile Computing device nor attempt repairs.
8. I will not remove district-required applications.
9. I will protect the Personal Mobile Computing device by carrying it in the case provided.
10. I will not stack objects on top of the Personal Mobile Computing device.
11. I will not leave the Personal Mobile Computing device outside or use it near water.
12. I will save data to my Google Drive account. (Hinton CSD will at times resync Personal Mobile Computing devices. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files.)
13. I will decorate my Personal Mobile Computing device or district-issued bag only as recommended by Hinton CSD. (such as vinyl stickers, plastic cases, keyboard overlays, etc.)
14. I will not deface the serial number, manufacturer labels or district labels on any Personal Mobile Computing device.
15. I will follow district policies outlined in the Laptop Computer Use Agreement and the district's Acceptable Use Policy.
16. I will file a police report in case of theft, vandalism or other violation and notify the school.
17. I will be responsible for all damage or loss caused by neglect or abuse.
18. I agree to return the Personal Mobile Computing device, bag and power cords in good working order.
19. I agree to return the Personal Mobile Computing device, bag and power cords when I transfer or leave the district for any reason.

I agree to the stipulations set forth in the Acceptable Internet/Network Use Policy, Laptop Computer Use Agreement and the Student Pledge for Use of the Personal Mobile Computing Device. I understand my Personal Mobile Computing device is subject to inspection at any time without notice and remains the property of Hinton CSD.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Checklist of hardware items received during rollout (initial each item):

_____ Student ID (zip-tied to bag)

_____ Device Bag

_____ Two-part power cable (including alternate connector)

_____ MacBook Air Laptop

Print Name (Student)

Print Name (Parent/Guardian)

Sign Name (Student)

Sign Name (Parent/Guardian)

Date