

## **Student Technology Acceptable Use and Safety**

Computer access is available to students and teachers of the Highland Local School District. Certain personal electronic devices (Bring Your Own Technology) are permitted to be used in the High School and Middle School.

The Internet provides access to vast and unique resources to both students and teachers in pursuit of educational excellence. The Highland Local School District has taken precautions to restrict access to controversial materials in compliance with the Child Internet Protection Act (CIPA) of 2000. However, it is impossible to control all materials; an industrious user may discover controversial information. Highland Local Schools firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines. The guidelines are provided so that users are aware of the responsibility of using computers and the Internet. This requires efficient, ethical and legal utilization of the network resources.

### **GUIDELINES**

1. Privileges - The use of the Internet, school computers, and BYOT devices at school is a privilege, not a right. Inappropriate use will result in cancellation of these privileges and appropriate disciplinary measures.
2. Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that users are using the system responsibly. Users should not have the expectation of privacy on any BYOT device they bring into Highland. The school reserves the right to search any privately owned BYOT device in accordance with applicable laws and policies.
3. Saving work - Users are required to use appropriate measures to save all of their work. Highland Local Schools is not responsible for any work lost due to user error, equipment or network failure. BYOT devices will only have internet access. No server access or printer access will be given to BYOT devices. Files must be saved via other means, such as flash drives, Netstorage, FTP, Google docs, etc.
4. Storage capacity - Users are expected to remain within allotted disk space and delete material that takes up excess storage space.
5. Email - The use of email is only permissible through school accounts assigned by the network administrators for appropriate school use.
6. Illegal copying - Users should never download or install any commercial software, shareware or freeware, unless they have permission from the Network Administrator. Users should not send or receive copyrighted materials in violation of US copyright law. Nor should students copy other people's work, login to other's accounts and/or access other's files.
7. Inappropriate language, materials, images, music - Profane, abusive or impolite language should NOT be used to communicate, nor should materials be accessed which are not in accordance with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not make public. Should users encounter such material by accident, they should report it immediately. Highland Local Schools will determine what materials may violate these standards.
8. Other Usage - Computers are not to be used for commercial activity, personal business, financial gain or for any illegal activity.
9. Reliability - Highland Local School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

10. Security - Security of any computer system is a high priority. If a user can identify a security problem on the Internet, the Technology Department should be notified immediately. Do not demonstrate the problem to other users. Highland Local Schools may deny access to any user identified as a security risk. Use of any personal hotspots (internet sharing), usb device tethering, or peer-to-peer networks is strictly prohibited.
11. Vandalism - Vandalism or harassment will result in cancellation of privileges. Vandalism is any attempt to harm or destroy hardware, data of another user, the Internet or network that is connected to the Highland Local Schools. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is the purposeful annoyance of another user, or the interference of another user's work.
12. Release - In consideration for the privilege of using the Highland Local Schools computer network, every account user releases the Highland Local Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use the Highland Local Schools Computer Network.
13. Internet Safety – Highland Local Schools provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. **Highland maintains an Internet filter in compliance with the Child Internet Protection Act. When using BYOT devices at school, users will only be allowed to access the Internet through Highland's public wireless network. Use of Internet connections such as 3g/4g cellular is strictly prohibited.**
14. The responsibility to keep any personal BYOT device secure is the sole responsibility of the owner. Highland Local Schools is not responsible for any device damaged, lost or stolen. It is recommended that the device is labeled or otherwise identified before bringing to school.
15. Users and/or parents of a minor MUST complete all information on this form to use any computer belonging to Highland Local Schools or participate in Highland BYOT program.
16. Students are not permitted to use another user's account. This includes but is not limited to email, Chromebook, PC account and online software.