Hockinson School District
Student Technology Acceptable Use Policy

Hockinson School District provides and assigns students a mobile device (Chromebook or iPad) for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued a mobile device. In addition to this policy, the use of any district-provided technology or network also requires students to abide by the Hockinson Acceptable Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES
The student will:
1. Adhere to these guidelines each time the device is used, both at home and school.
2. *Applies when buildings reopen:* Secondary students will bring a functional mobile device to school <u>every day</u>. They will charge the mobile device at home nightly, bringing it to school each day with a full charge. Classrooms do not have the capacity for students to charge their devices during the day. Purchase of a new charger from school is required should the charger become misplaced for more than 2 days.
3. Use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made using a district-owned device, is to be reported to school personnel. Any cyberbullying that occurs at school on personally-owned devices should also be reported to school personnel. Communication should be conducted in a responsible, ethical and polite manner.
4. Respect the Internet filtering and security measures on the mobile device and other devices at school. All student computing devices are configured so that Internet content is filtered both when the student is at school and when on any other network.
5. Back up important data files regularly. HSD will maintain devices by periodically updating or resetting them, which may happen at any time. All student files not backed up to Google Drive, email, or other storage systems may be lost during these processes. Ask for assistance if you do not know how to back-up files.
6. Use technology for school-related purposes only during the instructional day while refraining from use related to entertainment, commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video, images or other content that are related to specific assignments and that students are authorized or legally permitted to reproduce or use.
8. Make their mobile device available for inspection upon request by any administrator or district technology staff member, including any email messages or files sent or received to or from any Internet location using district technology. Files, images, and emails stored and information accessed, downloaded or transferred on or using district-owned technology are not private insofar as they may be viewed, monitored or archived by the district at any time.

RESTRICTIONS
The student will not:
1. Mark, deface, or place stickers or tape on their mobile device or district-issued cases.
2. Reveal or post personally identifiable information about themselves or others in files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, required device settings, and apps or network configurations. This includes any modifications to a device that prevents district technology staff from accessing information or changing/removing security settings on the device.

4. Attempt to access networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password, unauthorized access to another person's device, changing settings on shared devices/computers or devices checked out to another person, or accessing secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any apps, programs, extensions, or games from the Internet or other sources onto any district-owned technology including mobile devices, computers, etc. Students may not download apps or extensions directly from the Google Play Store or Chrome Web Store, or Apple App Store in the case of iPads. This includes the intentional introduction of malicious software, bypassing device restrictions, or changing settings in order to download apps or extensions.
7. Tamper with mobile devices or computer hardware or software, attempt unauthorized entry into computers or mobile devices, and/or vandalize or destroy devices or computer files. Intentional or negligent damage to district mobile devices, files, printers, computers or software may result in fines and/or criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, racist, obscene, graphically violent, drug/alcohol-related, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. All material and media stored on district-issued technology, email systems, and file servers must be school-appropriate at all times.

Note: Using your HSD Google account to sign into any Chrome browser or Chromebook will enable our web filtering service on that device, including personal devices.

In regard to the safety and security of devices, the student will not:
1. Loan their mobile device or accessories to anyone else. This includes family members, with the exception of parent/guardian inspection.
2. Leave their mobile device in a vehicle or leave it unattended at any time, particularly in a public location.
3. Eat or drink while using their mobile device or have food or drinks in close proximity.
4. Use their mobile device near precarious locations like table edges, floors, seats, and near pets and young children.
5. Use their mobile device near water such as a pool or bathtub OR leave it outdoors.
6. Stack objects on top of their mobile device. Students will instead carefully place their mobile device into a backpack or bag and will take care not to throw or mistreat the backpack/bag with the device inside.
7. Use only one hand when carrying their mobile device. Students will instead carry their mobile device with two hands and take great care when going up or down stairs.

Despite these safeguards, we understand there is always a risk that district-provided mobile devices may be damaged, lost, or stolen. All students are encouraged to participate in the voluntary Hockinson Assurance Program (HAP), which is available to limit family liability for fines that may be imposed if damage or loss does occur. More details on the program can be found on the HAP documentation, available in the school office or the district website.

Hockinson School District is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By being enrolled as a HSD student you agree to abide by the conditions listed above and assume responsibility for the care and proper use of HSD district-issued technology. You understand that should you fail to honor all the terms of this Policy, access to mobile devices or other district technology, the Internet, and other electronic media may be denied or restricted in the future. Furthermore, you may be subject to additional disciplinary action outlined in the Hockinson Student Code of Conduct.