

## **BHMSD Student Internet and Technology Responsible Use Policy**

Bluffton-Harrison MSD believes that students need access to technology and when they act in a responsible, efficient, courteous, and legal manner supporting the district's mission, goals, and student initiatives.

The mission of the Bluffton-Harrison M.S.D. 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn 21<sup>st</sup> century skills, as it will be an integral part of virtually every aspect of daily life.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology.

### **I will:**

- bring my **iPad** to school fully charged each day.
- keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian.)
- treat others with respect, both online and offline.
- strive to be a responsible digital citizen.
- encourage others to be good digital citizens.
- use computers for school-related purposes during school hours.
- credit my sources when I am using other people's information, images, or other material.
- respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- follow BHMSD policies, rules, and regulations.
- take care of BHMSD technology equipment.
- notify an adult immediately if I violate the Responsible Use Policy.
- notify school administrators immediately if my iPad is lost or stolen.

### **I will not:**

- read another student's private communications and schoolwork without permission.
- use improper language or pictures.
- use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- pretend to be someone else online.
- give out my full name, address, or any other personal information to someone I don't know.
- give out names, addresses, or any other personal information of others.
- take pictures and/or record audio/video without the consent of that student or staff member.
- search for, possess, read, view, or copy inappropriate pictures or information.
- damage, change, or tamper with the hardware or network in any way.
- decorate the iPad with stickers, writing, or other markings.

**Source: Bluffton-Harrison Metropolitan School District**

**Adopted: March 24, 1995**

**Revised: December 11, 1995, January 22, 2001, November 26, 2001, August 6, 2012,  
July 15, 2013, July 14, 2014, August 1, 2016, July 15, 2019, October 14, 2019, May 16,  
2022, September 19, 2022, July 17, 2023**

**Reviewed: May 17, 2021**

**I understand:**

- my work can be lost and I should be careful to backup important work.
- the Internet and BHMSD technology may not work at all times.
- not all content available on the Internet is true.
- it is my responsibility to validate information or research on the Internet.
- the use of the Internet provided by BHMSD is a privilege and not a right.
- the use of the iPad is a privilege and not a right.
- the iPad is the sole property of BHMSD.
- school personnel have full authority over the iPad.
- there is no expectation of privacy with the school-owned iPad, and therefore the iPad is always subject to inspection.

**Consequences for misuse:**

- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.

**Repair cost:**

Damage	Cost
First Instance	\$50.00
Second Instance	\$50.00
All Instances After Second	Cost of Repair
<i>*Any issue covered by the standard warranty of the iPad will result in no charge to the student.</i>	
<i>*School administrators reserve the right to charge the cost of replacement or repair in instances of overt, intentional damage.</i>	

**Lost or Stolen iPad Replacement Cost:**

	iPad <= 365 Days Old	iPad <= 730 Days Old	iPad <= 1,095 Days Old	iPad > 1,095 Days Old
K-4th	\$299.00	\$224.25	\$149.50	\$100.00

**Repair cost: Lost or Damaged Keyboards**

	Cost
K-4 iPad Case Damage/Lost	\$90.00
K-4 iPad Case Keyboard only Damage/Lost	\$45.00
K-4 iPad Damaged/Lost Charger fee	\$15.00

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It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology.

### **I will:**

- bring my **Chromebook** to school fully charged each day.
- keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian.)
- treat others with respect, both online and offline.
- strive to be a responsible digital citizen.
- encourage others to be good digital citizens.
- use computers for school-related purposes during school hours.
- credit my sources when I am using other people's information, images, or other material.
- respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- follow BHMSD policies, rules, and regulations.
- take care of BHMSD technology equipment.
- notify an adult immediately if I violate the Responsible Use Policy.
- notify school administrators immediately if my Chromebook is lost or stolen.

### **I will not:**

- read another student's private communications and schoolwork without permission.
- use improper language or pictures.
- use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- pretend to be someone else online.
- give out my full name, address, or any other personal information to someone I don't know.
- give out names, addresses, or any other personal information of others.
- take pictures and/or record audio/video without the consent of that student or staff member.
- search for, possess, read, view, or copy inappropriate pictures or information.
- damage, change, or tamper with the hardware or network in any way.
- decorate the Chromebook with stickers, writing, or other markings.

**Source: Bluffton-Harrison Metropolitan School District**

**Adopted: March 24, 1995**

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**I understand:**

- my work can be lost and I should be careful to backup important work.
- the Internet and BHMSD technology may not work at all times.
- not all content available on the Internet is true.
- it is my responsibility to validate information or research on the Internet.
- the use of the Internet provided by BHMSD is a privilege and not a right.
- the Chromebook is the sole property of BHMSD.
- school personnel have full authority over the Chromebook.
- there is no expectation of privacy with the school-owned Chromebook, and therefore the Chromebook is always subject to inspection.

**Consequences for misuse:**

- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.

**Repair cost:**

Damage	Cost
All Damages	\$50.00 or Cost of Repair if Less
Lost/Damaged Charger or Stylus	\$30.00
<i>*Any issue covered by the standard warranty of the Chromebook will result in no charge to the student.</i>	

**Lost or Stolen Chromebook Replacement Cost:**

	Chromebook <= 365 Days Old	Chromebook <= 730 Days Old	Chromebook <= 1,095 Days Old	Chromebook > 1,095 Days Old
5 <sup>th</sup> -12 <sup>th</sup>	\$482	\$361.50	\$241	\$120

The Board of School Trustees of the Bluffton-Harrison Metropolitan School District recognizes the importance of technology education and computer access in preparing students. While the district's intent is to make Internet access available in order to further educational goals and objectives, not all information which can be accessed from external networks is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with Internet access, and available to students, will have a filtering device or software that blocks and/or monitors access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to users. All staff members and students will be expected to sign the agreement before using an external network. The provisions of this policy and the content of the accompanying exhibit are subordinate to local, state, and federal statute.

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It is the priority for BHMSD to:

- 1) Prevent access by users to inappropriate matter on the internet
- 2) Provide safety and security of users when using electronic mail, chat rooms, and other forms of direct electronic communication
- 3) Prevent unauthorized access including “hacking” and other unlawful activities by users online
- 4) Prevent unauthorized disclosure, use, and dissemination of personal information regarding users
- 5) Provide measures designed to restrict users’ access to material harmful to users
- 6) Provide education regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

Bluffton-Harrison MSD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

### **INTERNET / TECHNOLOGY - TERMS AND CONDITIONS**

- 1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of the Bluffton-Harrison MSD.
- 2) **Privileges** - The use of the Internet/computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student/ staff member who receives an account will be part of a discussion with a Bluffton Harrison MSD faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Bluffton-Harrison MSD may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) **Disclaimer** - Bluffton-Harrison MSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bluffton Harrison MSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Bluffton-Harrison MSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 4) **Security** - If you feel you can identify a security problem on the system, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be restricted of user privileges.
- 5) **Prohibitions** - Users of the Bluffton-Harrison Metropolitan School District’s Internet resources and computer accounts may not:
  - a) Access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
  - b) Transmit obscene, abusive, or sexually explicit language.
  - c) Violate any local, state, or federal statute.
  - d) Vandalize, damage, or disable the property of another person or organization. This would include uploading or downloading e-mail attachments and executable files infected with a virus.
  - e) Access another person’s materials information, or files without the implied or direct permission of that person.
  - f) Violate copyright, or otherwise use another person’s intellectual property without his or her prior approval or proper citation.

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**STUDENT INTERNET AND TECHNOLOGY RESPONSIBLE USE AGREEMENT**

**Student Acknowledgement**

I understand and will abide by the above Student Internet and Technology Responsible Use Policy.  
I further understand that any violation of the regulations above is unethical and may constitute a criminal offense.  
Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken,  
and/or appropriate legal action may be taken.

**Student Printed Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Acknowledgement**

As the parent or guardian of this student, I have read the Student Internet and Technology Responsible Use Policy. I understand that this access is designed for educational purposes. Bluffton-Harrison MSD has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Bluffton-Harrison MSD to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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