



Steelton-Highspire School District

*250 Reynders Avenue
Steelton, PA 17113
Telephone (717) 704-3801
FAX (717) 704-3808*

Guidelines for Appropriate Use

Your Google account will reside on a Steelton-Highspire School District (SHSD) Domain, which is owned by the District and is intended for educational use only.

Your account and all content contained within the account are the property of SHSD and may be reviewed at any time. Any violation of School Board policy using Google Accounts will be addressed as outlined in the appropriate policies.

Use of the District computer network is a privilege and not a right. At its sole discretion, the District may restrict any person's access to the computer network. The District reserves the right to remove a user account from the network to prevent further unauthorized activity. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network may be reported to the appropriate legal authorities for possible prosecution. The School District will cooperate to the extent legally required with other educational entities, Internet Service Provider (ISP), website terms, and local, state and federal officials in any investigation concerning or related to the misuse of the computer information system (CIS) systems, or other legal requests, whether criminal or civil actions.

Vandalism to the SHSD computer network will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes, but is not limited to, uploading or creating computer viruses, unauthorized alteration of computer settings or files, and downloading unauthorized files.

The School District reserves the right to record, check, receive, monitor, track, log access and otherwise inspect any or all CIS systems use and to monitor and allocate fileserver space. Users of the School District's CIS systems who transmit or receive communications and information shall be deemed to have consented to having the content of any such communication recorded, checked, received, monitored, tracked, logged, accessed and otherwise inspected or used by the School District, and to the monitoring and allocating of fileserver space. Passwords and message delete functions do not restrict the School District's ability or right to access such communications or information.



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COPPA and District Approved Applications for school-aged children under the age of 13,

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

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include Google Apps for Education (GAFE), EdPuzzle, Padlet, Brain POP, ClassKick, Flip Grid and similar educational programs. A complete list of the programs with the privacy policy for each can be found on the school districts technology website. The district reviews the privacy policies and how these companies intend to share data for all potential applications that we might use. Once we are reasonably comfortable that their policy abides by COPPA we add it to our list of approved applications found on our technology website.

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. Your student will receive a Google email account to participate in the Google Apps for Education program used by SHSD. Under federal law entitled the *Children's Online Privacy Protection Act (COPPA)*, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit [HTTPS://WWW.FTC.GOV/TIPS-ADVICE/BUSINESS-CENTER/GUIDANCE/COMPLYING-COPPA-FREQUENTLY-ASKED-QUESTIONS](https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions)

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This consent is acknowledged by you when you sign the SHSD electronic device agreement form.

Please refer to Policies 815 on the district website for more detailed information regarding internet use and rules.