Harrison Township School District
Acceptable Use Policy for Networked Systems and the Internet

Students, staff, and administration of the Harrison Township School District have the opportunity to access the Internet to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. The District supports resources that will enhance the learning environment with direct guidance from faculty and staff. Technology resources assist in providing personalized, authentic, and collaborative learning experiences. Technology supported curricula encourage relevant and engaging problem solving and project-based learnings. The goal of the Board of Education in providing networked and Internet services to students and faculty are to promote educational excellence. Use of the Internet is intended to supplement and enhance the District's curricula through anytime, anywhere learning.

Because the Harrison Township School District (HTSD) provides access to other computer systems around the world through connection to the Internet, pupils and their parent(s)/guardian(s) and district employees understand that the Board of Education, administration, and network administrators have no control over content. Much of the content on the Internet is innocuous and a valuable educational resource, however objectionable material does exists. Students, parents, and staff are advised that some systems may contain abusive, defamatory, inaccurate, obscene, profane, racially offensive, sexually oriented, threatening, or otherwise illegal information. The Board of Education, administration, and network administrators do not condone the use of such materials and do not permit usage of such materials in HTSD.   Precautions have been taken to restrict access and provide prudent barriers to controversial materials. The district is in compliance with the Children's Internet Protection and the Neighborhood Children's Internet Protection Acts. Technology resources are utilized by students in supervised settings. However, the school district cannot guarantee that students will not find some means to access materials not linked to district learning goals and objectives.

General Information:
The Harrison Township School District provides computer equipment, computer services, and Internet access to its students and staff (herein referred to as users) for educational purposes only. The Harrison Township School District believes that all users should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services available to users offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The "system administrators" referred to herein are employees of HTSD. They are the administrators of the computer system, and, as such, reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s). The signatures of the students, parents, and staff on the district-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

Communications on the network are often public in nature. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Administrators and systems administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users (students and staff) should not expect that files stored on district servers will be private.

Within reason, freedom of speech and access to information will be honored. As teachers of younger students, staff members are expected to guide them toward appropriate material. Precautions have been taken to restrict access to controversial material by users. Older students will have more responsibility for locating appropriate materials. The following are examples of inappropriate uses but are not limited to:
- Sending or displaying offensive messages or pictures (including backgrounds on computer screens)
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's account
- Sharing personal information (your own or others)
- Trespassing in another person's files
- Intentionally wasting limited resources
- Employing the network for commercial, financial, political, or recreational purposes
- Opening/saving files from outside the school network that have not been scanned for viruses
- Photographing or videotaping on school property without permission and/or checking photo/video consent forms
- Students using personal cell phones on school property including buses. Student cell phones must remain in backpacks.

Violations may result in a loss of access as well as other disciplinary or legal action. Users specifically agree to indemnify the HTSD and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this agreement by the user. Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior. Personal use of technology is not permitted during learning (students) and student contact time (staff) and/or work related responsibilities (staff). Access is a privilege - it is a not a right.

Specific conditions and services on the networked systems and internet change from time to time and the Board of Education makes no warranties with respect to services and specifically assumes no responsibility for any damages a user suffers. Use of any information obtained on the internet is at the user's own risk. Theses risks includes but are not limited to:
- The content of any information or advice received by a pupil from a source outside of the school district or any cost that are incurred as a result of seeking or accepting such advice
- Any costs, liability, or damages caused by use of the computer network, resources, or the Internet
- Any consequences of service interruptions or changes whether or not they were under the control of the Board of Education, administration, or network administrators
- The privacy of documents (on the local network and/or on the cloud) or electronic mail

All-Inclusive:
This Acceptable Use Policy is <u>NOT</u> all-inclusive. There may be actions, not listed in this policy, taken by users that are inappropriate. These actions may result in the loss of user privileges and other disciplinary measures. A school administrative staff will be the final judge as to what is inappropriate use.

Caring for Devices
Technology resources are the property of the district. Users must care for the device as if it was purchased with your own money and irreplaceable. Care expectations include:
- Users should use the resources assigned to them and not lend to others
- Users are responsible for the general care of the resource(s)
- Users are responsible of keeping the resource's battery charged for each school day
- No beverages, food, or magnets should be placed by the resource
- Devices that are damaged or are failing must be given to the network administrators for evaluation and/or repair
- A dry soft clean or anti-static cloth may be used to clean the screen. No cleanser of any type may be used
- Cords and cables must be inserted and removed from the device carefully to prevent damage
- Devices must never be left unattended, in a locker, unlocked car (teacher), unsupervised area, or in extreme (hot or cold) temperatures
- Protective cases must not be removed or altered, minor wear is acceptable
- Devices must have lids closed when transporting
- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and placing objects in carrying cases that would apply pressure to the screen
- Devices should not be checked when traveling; they should be treated as carry-on luggage

Consequences and Potential Discipline:
Users violating the AUP, Code of Conduct, BOE, and/or state or federal policies, codes, or laws shall be subject to consequences and/or discipline as appropriate which include but are not limited to:
- Use of technology only under direct supervision
- Suspension or revocation of network privileges
- Suspension or revocation of technology resources (computer) privileges
- Suspension from school (students)
- Leave of absence (staff)
- Expulsion from school (student)
- Tenure charges (staff)
- Financial impact
- Legal action and prosecution by authorities

Copyrighted Material & Plagiarism:
Users need to have an understanding of copyright, intellectual property, Fair Use Doctrine of the United States, and creative commons. Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Users may review copyrighted materials for their own use. Software copyright laws will be followed to the fullest extent. Proper citation is required for use of copyrighted materials. Users must validate all information sources. All HTSD users must act with integrity and respect.

Disk Storage:
The system administrators reserve the right to set quotas for disk storage on the system. A user who exceeds his/her quota will be advised to delete files to return to compliance. A user who remains in noncompliance of disk space quotas after seven days of notification will have their files removed by a systems administrator. Users are encouraged to save their work regularly.

Electronic Mail:
Students currently do not have accessible electronic mail (e-mail) accounts and are prohibited to from accessing third party e-mail (e.g. AOL, Comcast, G-mail, Hotmail, Yahoo, etc.) as well as instant messaging on the district network. G-mail accounts may be set up for classroom use by individual teachers upon written request to the network administrators and administrative approval.

Staff will have electronic mail (email) accounts. District emails accounts are not private and may be monitored by administration. District email is not to be used for commercial or for-profit purposes (i.e. business purposes). Announcements of sharing and caring in regards to illnesses, family tragedy, and hopefully happy events are permitted. Please be sensitive when composing notices. The district's main email distribution groups (HTS & PVS) are for the use of administration and administrative staff; staff members use is limited to emergencies only.

Etiquette:
All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
1. Building positive relationships online, keeping these relationships open and transparent.
2. Being cautious in who we share information with and who we meet.
3. Posting only information that portrays you and others in a positive light.
    a. Be polite.
    b. Use appropriate language
    c. Be a STARS user of technology
    d. Do not use sarcasm
4. Consider which images of yourself you publish.
5. Remembering anything you say online is public and usually permanent.
6. Don't SHOUT! If you type in all capital letters, your reader will see this as yelling. It also takes more time to read something in all capital letters.
7. Use a meaningful subject line.
8. Keep messages short and to the point.
9. Proof, spell-check, and use proper formatting. Poor writing skills are a direct reflection of the user. A reader never forgets the person who writes a poorly written message.
10. Protecting friends/colleagues account information (email, IM, phone, Skype, Twitter)
11. Not forwarding junk mail, spam, and/or inappropriate materials
12. Not disrupting or changing the work of others, i.e. hoarding resources, changing pages.

Technology use relating to or in support of illegal activities will be reported to the proper authorities and will result in the loss of user privileges.

File Management:
Users are encouraged to use descriptive file names and create & organize files into systematic folders. With the use of Google Drive, the district advises adding a brief organizing descriptor (e.g. "[AUP]") at the beginning of the document name, that allows for easier sorting and searching functions.

Game Playing:
Game playing is permitted when previewing for class purposes and the game conforms to the curricular learning goals of the District.

Laptops & Netbooks: (portable devices)
Laptops and other portable computing devices are supplied by the HTSD as instructional tools for the classroom. Users are to look after their hardware appropriately, i.e. carrying devices securely with two hands, storing devices in a safe place when not in use, and charging devices at the end of the school day. It is understood that it takes time and practice for teachers to become accustomed to using these devices. As such teachers may take these devices home to continue to work with them and increase their proficiency in using them. When in personal possession of equipment, the staff member is responsible for its care and safety.

Live Interactive Communication Areas:
The school and system administrators reserve the right to immediately terminate the account of, or take action consistent with the District's Board policy against, a user who misuses the real time conference features (e.g. chat, video chat, webcasting).

On-Line Conduct and Expectations:
Any action by a network user that is determined by an administrator to constitute an inappropriate use of network resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with the District's discipline code or Board of Education policy. Additionally, improper use of resources that restricts or inhibits other members from using and enjoying those resources is prohibited. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the terms of this agreement. The use of HTSD technology resources are solely for educational purposes.

Password Security:
In order to maintain proper system security, a user must not let others know their password, as this would allow others access to their account. Strong password typically are 8 characters or more and include numbers, letters (upper and lowercase), and special characters. Users are encouraged to logoff or lock their stations when not in use. Attempts to log in to the system using another user's account or as a system administrator will result in termination of the account of the user in violation. Users should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have his/her account terminated and may be subject to other disciplinary action.

Printing & Copying:
The printing and copying resources and facilities of the HTSD network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of equipment.

Security:
Security on any computer system is a high priority, especially when the system involves many users. Users should never leave a workstation logged on; they should either set the device to sleep mode or fully logoff. If a user feels that he/she can identify a security problem on the system, the user must notify the system administrator. The user, student or staff, should not demonstrate the problem to anyone except a teacher, administrator, or network administrator. In

other words, students should not demonstrate to student peers and teachers should not demonstrate to their teaching colleagues. Any user identified as having a history of problems with district computing systems may be denied access.

Web Filtering and Firewall:
The District utilizes technology resources in an effort to provide a supervised setting for Internet use. Although the District uses a strong web filter to monitor and control access to websites, the school district cannot guarantee that students will not find some means to circumvent the web filter and/or firewall. Users can log into their Google account (or any other cloud based district provided accounts) from home, but must log off before leaving their home computer. The school reserves the right to log any user activity performed under a district provided account(s) (i.e. Google account or any other cloud based account the district provides the user), either with devices used in the district or non-district owned devices used outside of the district's network (i.e. home computer). The district does not have the ability to manipulate any non-district owned computer, outside of the district's network. The district can only monitor users' activity from services/accounts provided by the district.The school and system administrators reserve the right to immediately terminate the account of, or take action consistent with the District's Board policy against, a user who circumvents the intended usage of the web filter and/or firewall.

Software Libraries:
Software is provided to users as a curricular resource. No user may install, upload, or download software, without the expressed written consent of the system administrator. Any software having the purpose of damaging other members' accounts or the District network (example: computer viruses) is specifically prohibited. The school or system administrators, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The school or system administrators further reserve the right to immediately terminate the account or take action consistent with the District's Board policy of a member who misuses the software libraries.

Solicitation Email Group
Staff will utilize the "Solicitation" email group to solicit support for non-profit (non-personal gain) fundraisers that are not school sponsored. This group may be monitored by administration. If you are interested in being a member of this user account please email the network administrator.

Vandalism and Harassment:
Vandalism is defined as any malicious attempt to harm or destroy any District owned computing device, any District owned operating system or software, data of another user or data shared with another user, or any of the agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment also includes the sending of unwanted e-mail. Vandalism or harassment will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline and Board of Education policy.

Digital Citizenship - STARS Matrix

Digital Citizenship	S SAFTETY FIRST	T TRY HARD & DO YOUR BEST	A ACT RESPONSIBILY	R RESPECT YOURSELF & OTHERS	S SOLVE PROBLEMS PEACEFULLY
I WILL	Have clean hands when using my device Avoid drinking/eating around my device Walk safely with my device Keep my password to myself . Keep personal information to myself (name of school, address, phone number, etc.)	Learn the classroom rules for technology and use them . Follow directions given by my teacher for assignments Work at an appropriate pace	Only access my own account Only use approved activities and websites Use the camera with permission Only use school-issued devices Return my device to the correct location Charge my device after each use	Use kind words in digital conferences Use tech accessories issued only to me	Ask my teacher if I am unsure about the safety of a website or app Respect everyone's device space Report any problems I can't solve to my teacher Remind others about the task (if on an unapproved site or off-task), or quietly inform the adult in charge if a peer is off task

Technology Fees: Damages and Loss

The Harrison Township School District provides students and staff with access to various technology resources. Students in kindergarten have access to iPads and desktop computer stations. Students in first through sixth grade have access to iPads, desktop computer stations, and Chromebooks (1-to-1 in second through sixth grade). Staff members have access to desktops and laptops (netbooks, Chromebooks) computers. There are additional technology resources available that include but are not limited to physical computing devices (Code-a-pillar, Codebugs, Littlebits, Osobots), copiers, document cameras, and 3-D printers; this list is not all inclusive and may change at any time.

There is no upfront user fee for the operation of the available technology resources.

Students and staff will not be charged for the 'normal' wear and tear of resources. The first damage repair will be assumed by the district unless intent is found. Upon the second occurrence the User will assume the cost of repair or replacement; occurrences are not categorized by type.

The district will not add a surcharge to any repair fee, The service costs listed below are based on current replacement part(s) and repair pricing and are subject to change:

Level of Service Required	Approximate Repair and Cost	
1	Headphone Replacement Adapter Replacement	$4 $50
2	Chromebook Keyboard Replacement iPad Case Replacement	$35 $25
3	Chromebook Screen Replacement iPad Screen Replacement	$90 $250
4	Chromebook Replacement iPad Replacement	$280 $400

A building administrator or systems administrator will notify the user (parent/guardian for student) of any service fee. Staff and parents are responsible to pay the fee within a timely matter (two weeks). If intent is found, additional consequences may result based on the Code of Conduct (students) or Board of Education policy (students and staff).

Harrison Township School District
Frequently Asked Technology Questions
(Adapted from Edward Chen from Nueva School)

Q: What's a secure password?

A: A secure password is one that does not contain your name, your phone number, or your birthday. Strong password typically are 8 characters or more and include numbers, letters (upper and lowercase), and special characters.

Q: What if someone asks to use my account?

A: You should not share your passwords with others except your parents, teachers, or network administrator. It is easier to keep your password private than explain improper use from one of your accounts from a colleague or friend.

Q: What do I do if I think someone has used my account?

A: If you think someone has accessed your account, immediately contact your parent, teacher, administrator, and/or network administrator.

Q: Can I use social network sites like FaceBook, Twitter, or MySpace or make my own social networking website?

A: When at school, you cannot access these sites. You may be guided by your teacher to create a Google Site with limited outside access. Outside of school, you should seek guidance from your parent or guardian. Some sites require you to be 13 or older to create accounts. Be sure to check the rules and abide by them. You are a student of the Harrison Township School District and should emulate and model our expectations at all times.

Q: Can I install anything on my Chromebook or a district iPad, like a game I really like to play?

A: Your laptop is your school device. It is for learning. Games for entertainment or recreation are for home use and not for school. If you are prompted for an installation or administrator password, you may be attempting to install an unauthorized program. Please seek support and guidance from your teacher or network administrator.

Q: Can I use online chat?

A: You can use chat IF it is part of a classroom activity and you have teacher permission.

Q: Can I download a file-sharing program?

A: File-sharing programs are generally used to facilitate illegal sharing of copyrighted programs such as music, videos, movies, pictures, or software. Copyright infringement is breaking the law and elementary students have had to pay up to $3,500 for illegally downloading just one song or video.

Q: Can I download files?

A: At times you may have to download a file. Be sure to check with your teacher before downloading any large or questionable files.

Q: Can I personalize my Chromebook?

A: Your Chromebook belongs to HTSD. You need to return it at the end of the school year the same way you received it. If you change screen resolutions, you may not be able to use district and state (PARCC) resources. Be mindful of questionable screen savers and changes to screen settings. You cannot personalize your Chromebook with stickers or writing; it cannot be altered physically in any way.

Harrison Township School District
(Staff) Equipment Acceptance Form
Use of Chromebooks or other technology based equipment off of school grounds

I, _____ am hereby requesting permission to take technology equipment listed below to and from school. I understand that I am accepting full responsibility for the equipment and will return it in proper working condition along with any/all accessories at the time designated by the systems administrator.

I acknowledge that I am accepting the following items:

Make/Model of item:
_____

Description of Item:
_____

Other Information:
_____

Power Adapter: Yes_____   No _____   Carrying Case: Yes_____ No_____

I acknowledge that the equipment and all its accessories are the property of the Harrison Township School District and are on loan to me. The equipment and all accessories must be returned, in proper working condition.   If I fail to do this, I understand that I will be billed for the broken and/or missing equipment.

I acknowledge that I will not be able to install new programs on the equipment.

I acknowledge that any loss of data is not the responsibility of the district's technology department to recover. I will provide my own source for backing up any pertinent data, and I will make sure I back that data up before returning the equipment.

I acknowledge that by removing this equipment from school property, I am accepting personal responsibility for the security and condition of the equipment, all terms in this Equipment Acceptance form, all terms in the Acceptable Use Policy of HTSD, and I will follow the Technology Policy for the Harrison Township School District.

I have read the terms above, understand the instructions, and agree to abide by these instructions, the Acceptable Use Policy of HTSD and the Technology Policy.

_____   _____   _____
    Borrower's Name   Borrower's Signature   Date

_____   _____   _____
              Parent's Signature (If Applicable)   Date

_____   _____

Harrison Township School District
Parental/Guardian Photo and Video Consent Form

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and/or personally identifiable information to be published on the district and/or school's web site or in press releases that are sent to newspapers or television stations.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers, and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, **you may do so at any time** in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Check ONE (1) of the following choices:

Parent's Choice	Overview	Includes
	I/We GRANT permission for my child's photo/image and name to be included in various media outlets and district communications.	All forms of media put out by local newspapers, television networks, social media accounts affiliated with the District (website, Facebook, Twitter), PTA, and Classroom Teachers (e.g. DoJo), or Yearbooks.
	I/We GRANT permission for my child's photo/image **ONLY**. **NO NAME** is to be included in various media outlets and district communications.	All forms of media put out by local newspapers, television networks, social media accounts affiliated with the District (website, Facebook, Twitter), PTA, and Classroom Teachers (e.g. DoJo), or Yearbooks.
	I/We **DO NOT GRANT** permission for my child's photo/image and name to be included in various media outlets or district communications.	

Do you want your student to appear in the yearbook?   YES   NO   (circle one)

Student's Name: (please print) _____Grade: _____

Print Name of Parent/Guardian: (print) _____Date: _____

Signature of Parent/Guardian: (sign) _____

Consent and Waiver Agreement
Networked Systems and Internet Access

The Harrison Township School District provides students and staff with technology for educational purposes. By signing this Consent and Waiver Agreement I state that I agree to abide by the Acceptable Use Policy for Networked System and Internet Usage, Fee Schedule, and Board of Education policies. Students and their parents/guardians have discussed the rights and responsibilities contained herein as well as the Student Code of Conduct. I am aware that All school technology use is filtered and may be monitored. Communications and files on the network should be considered public information.

The following are highlights to the AUP and our agreements about the use of technology in the schools of Harrison Township School District:

1. I agree not to use technology to violate any applicable local, state, or federal laws.
2. I will only use the computer account provided to me and will take responsibility to protect my account from unauthorized access.
3. I will not give my password or personal information to anyone and will take steps to prevent others from learning my password and personal information.
4. I will not attempt to maliciously access, acquire, or modify information that belongs to another person.
5. I agree to abide by any patent, copyright, or license restrictions that relate to the use of the computing facilities, programs, or documentation.
6. I agree not to review, download, or share any material that is obscene, vulgar, or otherwise inappropriate.
7. I agree not to use technology resources to disseminate defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive, intimidating, or illegal material; these acts may be considered cyberbullying.
8. I agree to promptly disclose any message or contact that is inappropriate or makes me feel uncomfortable to a teacher (student) or supervisor (staff).
9. I agree not to damage or vandalize any computer equipment. I agree not to introduce any virus into the system; I understand that transferring files from computers outside the district network increases my chances of spreading a virus and I will take steps to prevent these types of viruses.
10. I agree to use the computer resources efficiently and not to intentionally waste these resources.
11. I agree that as a network user I will notify the staff member in-charge of any security problem on the district system that I might identify.
12. I agree not to use district email for commercial, personal, political, or for-profit purposes.
13. I agree not to photograph, video, or record anything or anyone on school property or throughout the school day without permission.
14. I understand that if I violate any condition in the acceptable use policy, I may lose my privilege of using the computers, the networks, and/or the Internet.
15. I understand that users may be held financially responsible for intentional losses, costs, or damages to any school computer equipment or system.
16. I understand that I may face further penalties at the district level; based on the severity of my actions, legal action may become necessary.

I have read the Acceptable Use Policy for the Harrison Township School District in its entirety (12 pages). As a user of the school's network and resources, I hereby agree to comply with all stated rules in the Acceptable Use Policy.

_____
Printed Name

_____   _____
Signature   Date

_____   _____
Parent's Signature (If Applicable)   Date

_____   _____

Homeroom Teacher (If Applicable)   Grade Level