



Technology Use & AUP

Acceptable Use Policy (AUP)

Overview

Huber Heights City Schools (HHCS) is committed to using technology to enhance learning, communication, and efficiency for both students and staff. In consideration for access to the Board of Education of the Huber Heights City School District's technology, data network, and Internet, I as the user (student) or parent or legal guardian of the user, signing below, have read, understand and agree that I or my student, shall comply with the following terms herein as well as the terms of the District's Acceptable Use, Electronic, Equipment and Internet Safety Policy IIBDA-R (collectively, the Policies).

Expectations

- Technology resources provided to students should be used for educational purposes only, **not for personal use, including personal emails**. All computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines could result in the revocation of the user's access privilege.
- Users of HHCS's technology resources should not expect privacy, this includes, but is not limited to: files, email transmissions, photos, and on-line activities.
- School issued technology is the property of HHCS and therefore should be taken care of as such. **No school issued technology should have stickers, writings, drawings, skins, nail polish, or other materials placed on them, fees will be applied to a student's account for these infractions. Food, drinks, and pets should never be near technology devices.**
- Any issues, damage, or concerns should be reported to the building technology paraprofessional as soon as possible.
- All school issued devices have asset tags. These are not to be tampered with nor removed. Disciplinary action will be applied for this violation.
- Never take a school issued device to an "outside establishment" for repairs. All problems are to be reported to the school.

- Never carry a device by the screen; always shut the device or carry it by the base.
- Never leave the device unsupervised, this includes in a car.
- Devices must be brought to school on a daily basis, charged and ready for use.
- Students are to only log into their own accounts on their assigned devices. Do not let anyone borrow or use an assigned device.
- **Passwords are to never be shared.**
- **Students may not change, alter, bypass or attempt to bypass any district security measures. Violation could result in having all district account privileges removed and/or disciplinary action.**
- **No personal email accounts are permitted to be used on school issued devices.**
- **Students have no right or expectation to privacy when using district technology resources, including district issued accounts.**

Procedures:

- Devices will be distributed at the beginning of the school year through the buildings.
- Devices will be collected at the end of the school year through the buildings.
 - If a student is moving or leaving the school district, all devices **must be returned** back to the school where it was issued. If not, all fees will be assessed to the student's account.
- Students forgetting a device may be given a loaner device that is signed out through the building technology paraprofessional. This device is not to leave the school building. It is just to be borrowed for the day or class period while at school and returned at the end of the day to the technology paraprofessional. A student may receive a loaner device 5 times each semester. Any student needing a loaner device more than 5 times in a semester will be at the discretion of the building principal and discipline may apply. **Lost/stolen devices must be reported immediately.** Students may be issued a daily loaner device depending on prior offenses. Fees will be applied to accounts as applicable. See fee/incident section of this document for further details.
- Disciplinary actions will apply for any misuse or inappropriate use of district devices or for acts that otherwise violate the Policies described herein.

General Monitoring of School Issued Devices:

Huber Heights City Schools is providing this **annual** notice to its parents and guardians regarding the monitoring of school-issued devices used by students. School-issued devices include any hardware, software, or accounts provided to students for personal use. Students should have no expectation of privacy when using school-issued devices. Huber Heights City Schools and its technology providers can electronically access or monitor these devices under specific legal conditions. For example, to comply with the requirements of the Federal E-Rate funding programs, Huber Heights City filters all student internet access in alignment with Board policy. This includes filtering materials that are considered to be obscene, objectionable, inappropriate, and/or harmful to minors. School administrators may be alerted to questionable content for review. They can also receive information on possible self-harm indicators on student devices, and a parent will be contacted if it is determined to be a threat to life or safety.

Reasons for Monitoring School Issued Devices:

Throughout the school year, there are a limited number of situations in which the District and its technology providers may electronically access and monitor your student's school-issued device. These reasons are:

1. For educational purposes for instruction, technical support or exam proctoring by school staff;
2. If required by a court order;
3. If the device is reported lost or stolen;
4. To respond to a threat to life or safety;
5. To comply with federal or state laws; and
6. As required by federal or state funding programs.

Notification to Parents and Guardians:

For reason number one above, the District is providing you with advance notice that it and/or one of its technology providers intend to electronically access or monitor your student's

school-issued devices for non-commercial educational purposes for instruction, technical support or exam proctoring by school district employees or staff. It shall not be done for any reason other than educational purposes as outlined. For reasons 2-6 listed above, the District or school will notify parents and guardians in writing about what was electronically accessed and why within 72 hours of the monitoring. If providing notice is a threat to life or safety, the notice will be provided within 72 hours after the threat has ended.

Notification of Applications and Student Data:

Please use the following link to view an ongoing list of district approved apps that share students data for the purpose of education.

<https://bit.ly/hhcsapplications>

You can also find this link on our website under Quick Links > Family Links > Senate Bill 29 > HHCS Software Applications.

Fee/Incident Information:

If loss or damage occurs, students and their parents or guardians agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of HHCS-issued devices. **Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration.**

First incident:

- No charge for accidental damage to the device; parents/students will be notified of the damage. The repair technician will determine the amount of the repair or replacement for intentional damage.
- Full price will be assessed in the event of repair or replacement for an intentionally damaged or lost device; a parent/guardian meeting with an administrator is required. A \$50 initial payment must be made in order for the student to receive another device that is not a daily loaner. **The balance must be paid before the beginning of the next school year.**
- A stolen device must be reported immediately to the school. A police report must be filed in order to avoid a replacement fee. **If negligence is determined, a replacement fee will be applied to the student's account (i.e. student left device unattended, device was left in an unlocked car).**
- Any subsequent stolen devices or first-time stolen devices for which no police report was made will incur a fee; a parent/guardian will be notified by an administrative staff of any

charges that apply. A \$50 initial payment must be made in order for the student to receive another device that is not a daily loaner.

- Charges will be placed on the student's account for the full replacement value of a lost, stolen or damaged AC adapter.

Second and subsequent incidents:

- Accidental damage will be evaluated on a case-by-case basis. Parents/students will be notified of the damage. The repair technician will determine the amount of the repair or replacement. For some repairs, labor charges may be applied to the student's fees.
- Full price of repair or replacement for an intentionally damaged or lost device; a parent/guardian meeting with an administrator is required. A \$50 initial payment must be made in order for the student to receive another device that is not a daily loaner.
- Multiple incidents of damage may result in the student's loss of being able to take the device home and may result in disciplinary action.
- Charges will be placed on the student's account for full replacement value of a lost, stolen or damaged AC adapter.

| Device Type | Complete Replacement Cost | Repair Costs, based on negligence |
|--------------------|----------------------------------|--|
| Chromebook | \$246 | *Cost to be determined by technician |
| Tablet | \$246 | *Cost to be determined by technician |
| Chromebook Charger | \$35 | |
| Tablet Charger | \$25 | |
| HotSpot | \$216 | |
| HotSpot Charger | \$25 | |
| Asset Tag Removal | \$25 | |
| Repair Parts | To be determined | Based on damage |

Agreement:

More detailed information regarding the expectations for the use of district technology can be found in the Student Handbook. I understand that access is being provided to me or my student for educational purposes only; however, I also understand that it is impossible for the District to

restrict access to all offensive and controversial materials. I understand that it is my or my student's responsibility to abide by the Policies. I understand that accessing the Internet and using online communication platforms and educational software online includes the risk of exposure to offensive or inappropriate material, data collection, and privacy breaches and I assume the risk of such use for myself or my student.

I further agree to indemnify, hold harmless and covenant not to sue the Board of Education, its members, officers, employees agents and assigns, and including Miami Valley Educational Computer Association, the Data Acquisition Site, against all claims, damages, losses and costs, or whatever kind, that may result from my or my student's use or access to such technology, data, networks, and Internet access or violation of the Acceptable Use, Electronic Equipment, and Internet Safety Policy. Further, I accept full responsibility for supervision of myself, or my student's use of the technology, data networks, and Internet access or access account if and when such access is not in the school setting. I hereby give permission for myself or my student to use the building-approved account to access the school District's technology, data network and the Internet, including, but not limited to:

- Internet access
- Google Suite account, which includes a Gmail email account and access to Google's suite of productivity web-based applications
- Additional Google applications, such as but not limited to: Google Photos, Earth, Translate, Remote desktop, Maps, News, Search, and etc.
- Technology access/data network access, which includes, but is not limited to, technology such as computers, Chromebooks, netbooks, iPods, iPads, tablets, school software, and similar technologies.
- As a parent or guardian of a student in the district, I have the ability to establish an account with the district's web monitoring system (Securly) to monitor my student's online activity.
- Unless I have not given consent, or have revoked consent under the Student Media Release Form furnished by the District, this also includes the use of parent-teacher communication platforms, Internet sites, apps, etc., covered by this policy, including their privacy and data collection policies. The District is not responsible for whether such platforms, Internet sites, apps, etc., adhere to their published policies. My consent to such policies is implied by my or my student's use of these platforms, Internet sites, apps, etc., whether or not I am using the District's technology, data networks, or Internet sites.

NOTE: Federal Law requires the District to monitor electronic activities of minors. Legal Reference: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554); Communications

Act of 1934, as amended (47 U.S.C. 254[h], [l]) Elementary and Secondary Education Act of 1965, as amended, (20 U.S.C.6801 et seq., Part F)

As the user or parent or legal guardian of the user (student) named above, I have read, understand, and agree that I, or my child or ward, shall comply with the terms of the Huber Heights City School District's Acceptable Use, Electronic, Equipment, and Internet Safety Policy IIBDA-R for access to the District's technology, data network and the Internet.

Required Signatures:

I/we have read and understand the foregoing and the loss and damages guidelines and fees. I understand that my failure to adhere to the foregoing may result in disciplinary action for myself or my student.

Parent/Guardian Signature:

Signature must match a parent's name:

Student Signature:

Signature must match student's name: