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## Hillsdale Local School District Acceptable Use Policy (AUP)

### OVERVIEW

The mission of the one-to-one program in the Hillsdale Local School District is to create a collaborative learning environment for all learners. This environment enables and supports transformative uses of technology while enhancing students' engagement with content. It promotes the development of self-directed, responsible, lifelong learners and users. This policy is based on the Hillsdale Board of Education Policy EDE.

### DEVICE PURPOSE

The Hillsdale Local School District (HLSD) views electronic resources as central to the delivery of its educational program and expects all students to use electronic resources as essential to their learning experiences. An effective public education system develops globally aware, civically engaged students capable of managing their lives and careers. Students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Therefore, the HLSD will use electronic resources accessed on Chromebooks and other digital devices as powerful and compelling means for students to learn core subjects and apply skills in relevant and rigorous ways. The HLSD's goal is to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other real-life settings use these tools. The use of devices at school and home enables educators and students to access digital curriculum, communicate, learn, share, collaborate, and create; think and solve problems; manage their work; and take ownership of their lives. It is the policy of the HLSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

Students and families can access the school network and the Internet. This extraordinary opportunity to explore resources is tied to responsibilities:

1. Students and families must follow all guidelines set forth in this document and the AUP Board Policy EDE.
2. Rules and guidelines are in effect before, during, and after school hours for all HLSD electronic devices, whether on or off the school campus.
3. Files stored on the HLSD equipment or network are the district's property and are subject to regular review and monitoring.
4. HLSD staff reviews and monitors all network activity for responsible use. They may also check students' Internet history and e-mail. The district uses Go Guardian to monitor devices.
5. The term "equipment" or "technology" refers to Chromebooks, iPads, batteries, power cords/chargers, cases, or other digital devices assigned to students. Each piece of equipment is

issued as an educational resource. The conditions surrounding this equipment can be equated to a textbook or a school-issued calculator.

6. Students are expected to keep the devices in good condition. Failure to do so may result in fines for repair or replacement.

7. Students are expected to report device damage as soon as possible, no later than the next school day.

8. Students who identify or know about a security problem shall convey the details to their teacher without discussing it with other students.

9. Students will notify a staff member immediately if they encounter any information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.

10. All users shall follow existing copyright laws.

11. Students may only log in under their assigned username, and they may not share their passwords with other students.

12. Students may not loan their device or components to other students or family members for any reason. Students who do so are responsible for any lost components.

**HLSD students and families must understand that:**

13. Users of the HLSD network and equipment (including the 1:1 Chromebook, laptops, and all supplemental tech supplies) must always comply with the district AUP.

14. Devices are loaned to students and remain the property of the HLSD.

15. Users are accountable to school, district, local, state, and federal laws.

16. Device and network use must support education.

17. Each Chromebook/laptop is identified electronically and associated with an individual student.

18. All students have access to Google Drive to save documents, provided the student has parental permission.

19. Any failure to comply with the guidelines outlined in this document may result in disciplinary action. HLSD staff may remove a user's access to the network without notice if the user is engaged in any unauthorized activity.

20. HLSD staff reserves the right to repossess district-owned equipment at any time.

21. In addition to the Chromebooks, the AUP remains in effect for all devices that students choose to utilize on the HLSD property.

22. Chromebook/laptop serial numbers and student information will be recorded for monitoring purposes.

23. Technical support will not be provided for devices not owned by the district.

24. Technical support is only available during school hours.

## **COMPLIANCE AND SECURITY**

The Hillsdale Local School District is committed to the responsible and secure use of technology in compliance with Ohio Senate Bill 29 (SB 29), Ohio House Bill 432 (HB 432), the Student Information Protection Act (SIPA), the Children's Internet Protection Act (CIPA), and Board policies. The district uses Go Guardian to monitor online activity on school-issued devices, ensuring a safe and educational digital environment. Personal devices are not permitted on the district network to maintain cybersecurity integrity. While monitoring tools are in place, the district does not remotely access location tracking, audio/video recording, or keystrokes unless instruction, security, or legal compliance is required. Parents and guardians receive annual notification of monitoring policies, and if security-related access occurs, families will be informed within 72 hours unless disclosure poses a safety risk.

Ohio House Bill 432 (HB 432) and the Student Information Protection Act (SIPA) further ensure student data privacy and technology provider accountability. The district contracts with technology providers who must comply with state and federal privacy laws, report data breaches immediately and delete student records within 90 days of contract expiration. Providers may not sell or share student data for commercial purposes, and all educational records remain the property of the district.

The Children's Internet Protection Act (CIPA) requires the district to implement content filtering and monitoring tools to block access to obscene or harmful material on the Internet. Additionally, students will receive digital literacy education, including safe online behavior, social media awareness, and cyberbullying prevention.

## **PARENT/GUARDIAN RESPONSIBILITIES**

The HLSD makes every effort to equip families with the necessary tools and information to use digital devices safely in the home. The parent/guardian assumes several responsibilities, which are outlined below.

### **Limitation of Liability**

- While HLSD employs filtering, safety, and security mechanisms and attempts to ensure their proper function, it does not guarantee its effectiveness.
- HLSD will not be financially or otherwise responsible for unauthorized transactions conducted using the device.

### **Accept Liability**

- The student and/or parent/guardian compensate the school district for repairs or replacement costs due to intentional damage, loss, negligence, misuse, and /or violating the AUP.

### **Monitor Student Use**

- The parent or guardian is responsible for monitoring student use outside of school. Parent or guardian involvement is key to keeping students safe online.

## **Suggestions**

- Investigate and apply parental controls available through your Internet Service Provider and/or wireless router.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.
- Talk to your student about the importance of not sharing passwords.
- Electronic devices may only be used in common rooms of the home (e.g., the living room or kitchen), not in bedrooms.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request that they show you their work often.
- Ask to view your child's Google Drive to check on work progress.
- Turn off your home Wi-Fi at appropriate times. Many Chromebooks and other device features require an internet connection to function. When offline, the Chromebook can access the Google Doc office suite and not much more. Turning off your Home Wi-Fi at night can prevent late-night YouTube sessions or chatting with friends at inappropriate times.

## **DEVICE RULES AND GUIDELINES**

The rules and regulations are provided here so that students and parents are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action.

## **Security Reminders**

- Do not share logins or passwords (Exception: students may share passwords with parents or guardians).
- Do not develop programs to harass, hack, bring in viruses, or change others' files.
- Do follow internet safety guidelines.
- Do notify a teacher or staff member if you witness inappropriate discussions that could lead to cyberbullying, chain letters, harassment, or intimidation.
- All unsecured equipment will be confiscated by staff, and disciplinary action may be taken.

## **Appropriate Content**

All files and activities must be school-appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior.

If inappropriate content is encountered during school hours, students are required to notify a teacher or staff member immediately. If inappropriate content is encountered during non-school hours, students are required to immediately notify a parent or guardian, who will then notify school authorities during school hours.

### **Artificial Intelligence (AI)**

The Hillsdale Local School District acknowledges the growing role of Artificial Intelligence (AI) in education and supports its responsible and ethical use. AI tools may be used to enhance learning, research, and productivity, but their use must align with academic integrity standards. Students and staff must ensure that AI-generated content is properly attributed and not misrepresented as original work. AI should be used to supplement critical thinking and creativity, not as a replacement for independent effort. Any misuse of AI, including plagiarism, unauthorized assistance, or the input of confidential information, will be considered a violation of the district's Acceptable Use Policy (Board Policy EDE) and may result in disciplinary action.

### **Cybersecurity**

Cybersecurity is essential to protecting the integrity, privacy, and security of the Hillsdale Local School District's digital resources. Ensuring a safe and secure technology environment helps prevent unauthorized access, data breaches, and cyber threats that could compromise sensitive student and staff information. The district enforces cybersecurity measures, including monitoring software, secure network access, and responsible digital practices, to safeguard educational resources and online interactions. All users are expected to follow security protocols, use strong passwords, and report suspicious activity to protect themselves and the district from potential cyber threats. Failure to comply with cybersecurity guidelines may result in restricted access to technology resources and disciplinary action.

### **External Drives**

All HLSD rules and guidelines apply to external drives (thumb drive, flash drive, etc.) plugged into a district-owned device. Saving files to Google Drive is the preferred method of data storage.

### **Care and Keep of Chromebooks General Care**

- Vents should remain uncovered to avoid overheating.
- Clean the screen with a soft, dry microfiber cloth.
- Never clean an electronic device with water.
- Do not place drawings, stickers, labels, or any other forms of personalization on the device.
- To reduce the possibility of Chromebook breakage, students shall not leave any items between the screen and keyboard when closing the device, such as earbuds, pencils, etc.

### **Lost, Stolen, or Damaged Equipment**

- If the device is lost or stolen during the school day, the student must immediately contact a teacher or school administrator.
- If a device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing the police report, the student or parent/guardian shall notify the school administration and submit a copy.
- If a device is lost outside of school, the student or parent/guardian must notify the school administration immediately.
- School administration or law enforcement will make all attempts to recover a lost or stolen device. Students or parents should never attempt to recover a stolen device.

- When a device is reported lost or stolen, the technology department will remotely turn off all functionality to make it unusable.

### **Expected Classroom Habits**

- Use two hands to open the lid and carry the device.
- Close the lid before standing up.
- Don't pick up the device by the screen.
- Follow all directions given by the teacher.
- Center the device on the desk.

### **Lockers and Storage**

- Never pile things on top of the device.
- Never leave the device on the bottom of the locker, storage area, or cubby.
- Be sure your locker is locked.

### **Traveling**

- Never leave the device unattended for any reason.
- Do not leave the device in a vehicle.
- When not in use, the Chromebook case must be secured (particularly during transport).

### **Care of Chromebook**

- Students are encouraged to take their devices home every day.
- Students are responsible for lost or stolen devices.
- Students are required to charge the device fully each night.
- Store the device on a desk or table - never on the floor!
- Leave the power cord/charger at home. Students are responsible for charging their computers and for lost or stolen chargers.
- Cords and cables should be carefully inserted/removed from the device to prevent damage.
- Equipment should not be used in areas that may lead to damage or theft.
- Protect the device from extreme heat/cold, food/drinks, small children, pets, etc.

### **Troubleshooting Procedures**

Option 1: The student tries to fix the problem.

- Always try restarting the device as the first step in troubleshooting.
- If appropriate, a student may ask a classmate for help.
- Students may ask a teacher if he/she is available to help.

Option 2: The student takes the device to the Library Media Center (LMC) during open hours.

- If the LMC is closed, the student can continue to use his/her device or work on paper.
- The student returns to class with a loaner device.
- When the student's original device is ready to be picked up, the student will be notified.
- Students pick up devices from LMC during open hours.

### **Webcams**

All student Chromebooks and some other devices are equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st-century tool and to develop 21st-century communication skills.

Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

- Recording videos or taking pictures to include in a project.
- Recording yourself giving a speech and watching it for practice and improvement.

### **Printing**

Students do not have the ability to print from their Chromebooks. We have designed our systems to pass documents and information in a digital format. If a student chooses to print schoolwork at home, we suggest using the following options:

- You can save the file on an external drive (thumb/flash/USB) and print it from your home computer.
- Store the file in Google Drive and open it on a home computer to print.

### **Desktop Backgrounds and Screensavers**

- Images set as the desktop background must align with the HLSD AUP.
- Inappropriate images may not be used as desktop backgrounds. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols may result in disciplinary action and/or loss of device privileges.

### **Copyright and Plagiarism**

- Students are expected to follow all copyright laws and HLSD policies on copyrighted works (Board Policy EGAAA).
- Duplication and /or distribution of materials for educational purposes are permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC.)

### **School-Based Discipline**

Any violation of the AUP or behavior deemed inappropriate may be subject to school discipline at the administration's discretion.

### **Compliance Checks**

Compliance checks (reviewing email, internet history, user profiles, etc.) may be conducted on a student's computer at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate device usage.

### **Exporting Google Account Data**

Google stores information that students create. Students who want to export data from their Google account must use Google Takeout to download Gmail, Drive, and other Google App information.

## **CHROMEBOOK OPERATING SYSTEM**

- Chromebooks run a modified version of the Chrome browser. They connect to Web resources, apps, and extensions provided on the Internet. They do not run Windows or Macintosh software. When a Chromebook starts up, it updates itself automatically with the most recent version of the Chrome operating system.
- Files are stored in the cloud, so there's no need to worry about lost work, though this does not apply to the Offline mode. Students may connect to a wireless system again to upload any changes.

## **ONLINE TOOLS AND RESOURCES**

Under the Children's Online Privacy Protection Act (COPPA), students under 13 must receive written parental permission to use certain tools and websites.

HLSD may provide access to these educational resources on behalf of the parent/guardian via the signed the AUP for educational purposes only.

Parent/Guardian consent is inherently given to the HLSD to use student information to utilize online services, tools, and websites deemed educational by the HLSD. To be COPPA (Children's Online Privacy Protection Act) compliant, the HLSD provides an Exemption Form 2022F to opt out, though it is not recommended as it may hinder the educational process. Contact your school to obtain more information.

Google accounts will be given to all students utilizing Chromebooks. This requirement allows students to sign into the device and communicate with peers and staff for educational purposes. Students under 13 ordinarily need parent permission to have Gmail accounts; however, Google allows the HLSD to act as the parent's agent and approve the accounts on their behalf. This approval includes the ability to create a Gmail account with access to external web services, which may require some student information, and any other services, applications, or web resources deemed educational by the HLSD.

## **CHROMEBOOK SECURITY**

Two primary forms of security exist: Chromebook security and internet filtering. Each Chromebook has a security program installed. The HLSD strives to balance the equipment's usability and appropriate security to prevent the devices from being damaged or used to cause damage to the HLSD network.

Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software, removing software, changing system settings, etc.

### **Internet Filtering at School**

The HLSD maintains an internet filtering software package. This program automatically filters all student access to the internet.

### **Internet Filtering at Home**

The same school district filter will run when the students use the device at home, helping ensure safe access to the internet. Please note, however, that there is no better security tool than an involved adult.

## **CHROMEBOOK IDENTIFICATION**

Student devices will be labeled according to the HLSD's specifications. The district asset tag, serial number, and individual user account name and password may identify devices.

## **REPAIRS**

Occasionally, unexpected problems occur with the devices that are not the user's fault (computer crashes, software errors, etc.). HLSD Tech Support, libraries, and media centers will assist students with getting issues resolved at no cost. Do not take HLSD-owned devices to an outside computer service for repair.

### **Loaner Devices**

Temporary replacements (loaners) are available so that the repair process does not disrupt learning. Students are responsible for the care of the loaner device, and the same rules and regulations apply to loaners.

### **Accidental Damage or Negligence**

Accidents do happen. However, there is a difference between an accident and negligence. After the school administration investigates, if the device is deemed intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

### **Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated individually. Students and families may be fined for damaged or lost equipment.

### **Return Procedures**

All district-owned property, including Chromebooks and accompanying accessories, must be returned. Students leaving the HLSD in the middle of the year must bring equipment to the HLSD prior to leaving the district.

As a part of the return procedure, the device will be inspected to ensure that it is functioning properly and is not damaged.

When signing the district Acceptable Use Policy (AUP), you acknowledge that you understand and accept the information in this document.