

# **STUDENT AND STAFF TECHNOLOGY ACCEPTABLE USE FORM**

## **HILLSBORO CITY SCHOOL DISTRICT COMPUTER NETWORK, INTERNET and E-MAIL ACCEPTABLE USE AGREEMENT, PERMISSION and RELEASE FORM**

We are pleased to offer students and staff members of the Hillsboro City School District Board of Education ("Board") access to district computer networks and the internet to support learning, enhance instruction, facilitate research, and improve communication among district stakeholders through electronic mail, instant messaging, and web based resources. To gain access to these networks and services, all students under the age of 18 must obtain parental permission and must sign and return this form to the Principal of the building. Parent permission is required for such use and access. Students 18 years of age and older and staff members may sign their own forms.

Access to online services provides connections to other computer systems located all over the world. Therefore, computer users (and parents of users under the age of 18) must understand that neither the school nor the district can completely control the information available on these systems. While access to the internet is intended to further educational goals and objectives, and the district makes every reasonable effort to filter inappropriate content, at times students or staff members might, against rules, find ways to access other materials as well. The Board believes that the benefits to students and staff members from access to these information resources and opportunities for collaboration exceed the disadvantages. However, parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Hillsboro City School District supports and respects each family's right to decide whether or not to apply for access.

Students and staff members are responsible for acceptable behavior (as defined herein) on school computers, networks, and electronic resources just as they are in a classroom or a school hallway. The rules and regulations set forth in the Student or Staff Codes of Conduct shall apply to the use of school provided electronic resources regardless of use location, as well as student or staff owned devices when used on school grounds or at school sanctioned events. Each student or staff member shall be given a copy of the procedures and guidelines pertaining to computer network access, and a copy shall be posted in a conspicuous place in each building. The procedures and guidelines may be subject to change without notice. The Board shall make every effort to communicate and explain all changes to students and staff members in a timely manner.

This Acceptable Use Agreement is governed by Board Policy 7540 – Computer Technology and Networks and its subsections. A copy of this Policy is available on the district web site and a printed copy will be made available to students and parents, upon request. Also, a copy shall be posted in a conspicuous space in each building. Any questions concerning this Acceptable Use Agreement or Board Policy should be directed to the Superintendent, Building Principal, Teacher, or designated staff member.

Computer and network access is a privilege, not a right. Access to network services will be provided to students and staff members who act in a responsible manner consistent with the laws of the United States and the State of Ohio, Board Policies, and the Student or Staff Codes of Conduct. Communications on the computer network, electronic files, servers, Internet or in electronic mail are public records when used to conduct the business of the school district. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are accessing and utilizing the system responsibly. No communication or computer file should be considered secure or confidential, and users should not expect that any type of files stored on district network or servers will be private.

#### **TECHNOLOGY DEVICES AND TOOLS:**

Devices and electronic communication tools covered in this Acceptable Use Agreement include, but are not limited to:

- Computers and related peripherals (printers, scanners, portable hard drives/USB drives/flash drives, mp3 players, etc.)
- Digital devices running mobile operating systems
- Local and wide area networks, including all public and private wireless networks
- Internet and e-mail
- File and application servers
- Videoconferencing equipment, video networks, video cameras, security cameras, web cameras, cell phone cameras, or film or digital cameras
- Telephones, cell or smart phones, PDA's, faxes, and copy machines
- Televisions, DVR's, VCR's, DVD's Blue-Ray, etc
- Interactive white boards, responders, document cameras, projectors
- Wireless devices (ebook readers, iPads, Android tablets netbooks, laptops, etc.)

#### **PROHIBITED CONDUCT:**

1. Accessing, sending or displaying inappropriate, offensive or obscene messages or pictures, as determined to be inappropriate, offensive or obscene by the Administration.
2. Using obscene or inappropriate language, as determined to be inappropriate or obscene by the Administration.
3. Harassing, insulting, threatening or attacking any individual.
4. Vandalizing and/or theft of computers, software, computer systems or computer networks.
5. Violating copyrights laws, such as, but not limited to:
  - a. copying/downloading web sites to create another web site;
  - b. copying a set of hypertext links exactly from another web site;
  - c. copying graphics, i.e., Company Logos, Designs, Animations; or
  - d. copying/downloading of any unauthorized program.
6. Using another person's personal computer log-on identification.
7. Revealing your personal computer log-on identification or those of other students or staff members, except as directed by the technology department.
8. Sharing confidential information about other students or staff members.
9. Users should never give out private or confidential information about themselves or other individuals on the internet; particularly, student last names, or any user's home addresses, phone numbers, credit card numbers and/or social security numbers.
10. Forwarding personal communications without the author's prior consent.

11. Trespassing on other's folders, work areas, storage areas or files.
12. Intentionally wasting limited resources, such as network time and/or consumables.
13. Employing the network for commercial purposes, such as running a business or buying and/or selling products via the internet.
14. Engaging in practices that threaten the network (e.g. uploading files that may introduce a virus, worm, or other harmful form of programming).
15. Participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
16. The system shall not be used to encourage use of drugs, alcohol, tobacco, or promotion of unethical practices or activity prohibited by law or Board policy.
17. Promoting, supporting or celebrating religion or religious institutions.
18. Any act which would constitute a violation of any law, Board policy or the Student or Staff Codes of Conduct.

### **SANCTIONS:**

Violations of the rules of this agreement, or the policy and guidelines established by the Board MAY result in any one or more of the following sanctions:

1. Loss of access.
2. Discipline ranging from a verbal reprimand up to and including reprimand, suspension, expulsion, or dismissal pursuant to the Ohio Revised Code and the Student or Staff Codes of Conduct. The Board shall follow the prescribed disciplinary procedures and the applicable due process procedures.
3. Additional disciplinary action as determined at the building level in line with existing practice, subject to the Board policies and the Student or Staff Codes of Conduct,
4. Contacting appropriate law enforcement agencies regarding criminal prosecution.

Any conduct that is deemed to be criminal in nature, and in violation of a Federal and/or State law will not be protected or defended from prosecution by the Board. A lack of criminal violation does not prohibit the Board from disciplinary actions taken in accordance with Board policy and the Student or Staff Codes of Conduct.

If in the course of operating an electronic device or working on the school network, a student accesses messages, files or other information that is inappropriate or that is related to or is in support of illegal activities, the student shall report same to an appropriate individual: Superintendent, Principal, Teacher or other designated staff member.

### **MOBILE DEVICE POLICY:**

1. **Definition:** Mobile devices shall include (but are not limited to):

- a) Cellphones and Smartphones
- b) PDAs
- c) Laptops and Tablets
- d) Portable Media Players
- e) Handheld or Mobile Gaming Devices

2. **Purpose**

- 2.1. The Technology Department and Board has established this section of the Acceptable Use Policy to deal with emerging mobile device usage within the district. This subsection shall provide teachers, staff, students, and parents with guidelines and instructions for the appropriate usage of mobile devices during school hours. It will also allow for potential issues involving mobile devices to be identified and addressed clearly.
- 2.2. Students, their parents or guardians must read and understand this section of the AUP before students are given permission to bring mobile devices onto school property.
- 2.3. The Mobile Device Policy section of the overall Acceptable Use Policy also applies during school sanctioned events, trips, camps, and extra-curricular activities. Exceptions may be permitted when applicable.

### 3. **Rationale (for the allowance of mobile device usage)**

- 3.1. Hillsboro City Schools takes pride in being a forward looking district, and the Board acknowledges that mobile devices have a place in supporting and supplementing student learning and classroom instruction.
- 3.2. Increased perception in media of the unexpected dangers that can take place in travel to and from school, or even during the school hour have led to a proliferation of mobile devices for safety reassurance. The Board acknowledges that personal security and safety may be a factor in mobile device ownership.

### 4. **Theft or Damage** - It is the responsibility of the student or staff member to insure the safety of their own mobile device:

- a) The school accepts no responsibility for lost, stolen or damaged mobile devices.
- b) The school accepts no responsibility for the loss, theft, or damage of a student's mobile device while traveling to or from school, or during school sanctioned events/trips.
- c) It is the responsibility of the student to secure their devices against loss. We suggest they mark their device with their name (physically or electronically), and conceal the device from view so as not to "advertise" they have them.
- d) We urge parents and/or students to insure their mobile devices for theft and damage..

### 5. **Acceptable Uses**

- 5.1. All student owned mobile devices should be turned off and placed out of sight during classroom instructional time unless their use has been expressly permitted by the classroom teacher or staff member. Permitted usage during class times is at the discretion of the faculty member when the usage is to support learning and/or teaching activities only.
- 5.2. Students may use their mobile devices on school premises before or after school as long as the usage does not violate the unacceptable use and inappropriate conduct portions of this policy. In these cases students should use the soundless features (voicemail, texting, vibration alerts, and call forwarding) to keep noise and disruptions to a minimum.
- 5.3. At no time should a mobile device be used in a place or manner that causes a disruption to the normal routine and function of the school. If a disruption becomes

evident and a student doesn't put the device away they may face action outlined in the sanctions portion of this policy.

## **6. Unacceptable Uses and Conduct**

- 6.1. Student owned mobile devices should not be used to make calls, send electronic messages (SMS texts, MMS, social networks etc), surf the internet, take or post photos, or use any other applications while in class or other educational activities, such as but not limited to assemblies. Exceptions will be made only if express permission is granted by a faculty member.
- 6.2. Student owned mobile devices that are permitted to be on during class instructional time, by a staff member's express permission, are to remain silent as not to cause disruption.
- 6.3. Any mobile device involved in the acts of bullying, harassing or threatening other students is unacceptable and will not be tolerated. Sanctions will be taken and in some cases such usage may constitute criminal behavior.
- 6.4. On school premises and during school sanctioned activities/events it is forbidden to use mobile devices to take pictures or video of others for the purposes of: embarrassment, humiliation, sending to other students, or uploading to public outlets and social networks. This also extends to the acts of recording audio, taking pictures, or filming staff or students without their consent. It is considered a criminal offense to use mobile devices for the purposes of menacing, harassing, or offending others. Calls, electronic messages, and emails can almost always be pulled during investigations in these cases.
- 6.5. Use of mobile devices is forbidden in changing rooms, locker rooms and restrooms. No exceptions.
- 6.6. Repeated classroom disruptions caused by mobile devices will result in disciplinary action as deemed fit by the administrative staff and school policy.
- 6.7. Usage of mobile devices to cheat on assignments, assessments, or exams will result in disciplinary action as deemed fit by the administrative staff and school policy.
- 6.8. Vulgar, obscene, or derogatory language or actions teamed with mobile device usage will result in disciplinary action as deemed fit by the administrative staff and school policy.

## **7. Sanctions**

- 7.1. A student or staff member will be warned when a mobile device is being used in a manner not outlined in the Acceptable Use section of this policy. Repeated behavior will result in the confiscation of the device.
- 7.2. Confiscation of a mobile device is sanctioned in any case where usage violates any part on the Acceptable or Unacceptable Uses portion of this policy
- 7.3. Violations of either of the Acceptable or Unacceptable Use portions of this policy may result in an incident being referred to the Administrative Team for further investigation. The outcome of any investigation will result in the immediate notification of the parents or guardians and more serious sanctions may apply. Law enforcement may be involved when necessary in the case of criminal matters.

8. **Confiscated Devices** - Student owned mobile devices that have been confiscated will be dealt with in varying degrees in accordance with both this document and the student

handbook in tandem.

a) Offenses:

**1st Offense:** Confiscation- the phone will be returned the following day after school.

**2nd Offense:** Confiscation- the phone will be returned 3 school days later after school.

**3rd Offense:** Confiscation- the phone will be returned 5 school days later after school.

**4th Offense:** Confiscation- the phone will be returned 10 school days later after school.

The above consequences may span the course of a weekend and those days do not count toward the total days that the phone will be confiscated. The number of days of the confiscation *only includes school days*. In some cases, phones may need to be returned early. In these situations, an alternative penalty of BIP for each remaining day will be imposed. Each offense after the 4th offense will be the consequence of the 4th offense unless deemed otherwise by the administration.

b) At any point in the case of moderate to major offenses or with excessive repeated behavior (as determined by the confiscating staff member and/or the administrative staff) more aggressive may be implemented. The mobile device may be taken to an administrator. The administrator will inform the student's parent or guardian of the matter. The parents or guardians will be responsible for scheduling a time to collect the mobile device (the student will also have to be present at time of pickup).

c) In the case of criminal offenses the device will be handled at the discretion of the involved law enforcement entity and applicable law.

*\*Confiscated devices will be locked and stored in the office with student names on them. Students will be given a receipt as evidence that their device was confiscated. Board Policy 5136*

9. **Mobile Device Privileges** – The School District reserves the right to ban individual students or groups of student from bringing mobile devices onto school property or to school related events/activities. Failure to heed a ban may result in the confiscation of the device as per the above section.

10. **Student and Staff Responsibility**

10.1. It is the responsibility of students, who choose to bring their mobile devices to school or school sanctioned events, to follow the guidelines of the Mobile Device Policy.

10.2. The Board requires that a parent/guardian be aware that their child is taking a mobile device to school.

10.3. Permission to have a mobile device while under the school's supervision is contingent upon parent or guardian permission in the form of a signed copy of the mobile device portion of this policy.

**STAFF AND STUDENT EDUCATION AND TRAINING REQUIREMENTS:**

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online; and,
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online

By signing the Acceptable Use Agreement, a student or staff member takes full responsibility for his/her use, and the student who is 18 years of age or older, or the parents or guardians of students under 18 agree to indemnify and hold the Board and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorney's fees) resulting from the student's access to its computer network and the internet under this Agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The student and/or his/her parents or guardians agree to cooperate with the Board in the event of an investigation of the student's access to the Board's computer network and the internet. Parents and Students:

**Parents and Students: Please see next page for Permissions and Release Form.**

## STUDENT/STAFF ACCEPTABLE USE AGREEMENT

### Student or Staff Member Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Student #: \_\_\_\_\_

Address:

Home Phone Number:

We have read this policy, accept its terms and shall assume full liability, legal, financial and otherwise, for the student's actions. If the student disregards or violates this policy, we understand that he/she will be subject to sanctions in accordance with the laws of the United States and the State of Ohio, Board Policies and the Student or Staff Codes of Conduct. This includes the use of the District's computer network, internet access and email (or other forms of internet communication) while at school. This also includes the above named individual's use of personal mobile devices, if and when permitted by school administration and the teacher responsible for the student at the time of use, (acknowledging and agreeing to the Mobile Device Policy section of this document) on District property or during school related activities, trips, and other sanctioned events.

I (DO  DO NOT ) authorize release of the above named individual's picture (for school related activities) to be used on the District's web pages.

I (DO  DO NOT ) authorize release of the above named individual's first name to be used on the District's web pages.

I (DO  DO NOT ) authorize release the above named individual's property, including, but not limited to, art work, poetry, essays and performances, to be used on the District's web pages.

Student/Staff Signature:

Date:

Parent Signature:

Date:

*This Use Agreement remains in effect through the end of the current school year for which it is signed.*



Original Adoption Date: May 2006

Revision Date: July 01, 2015