

ACCEPTABLE USE POLICY (AUP) 2013-2014

Our Public School Library (OPSL) believes that access to technology in school gives students greater opportunities to learn, create, communicate, collaborate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop the technology and problem solving skills that are necessary to support their future success. Therefore, we believe all students should have access to technology tools when students act in a safe, responsible, courteous, and legal manner. This AUP outlines the guidelines and behavior that students are expected to follow when using school technologies or when using personally owned devices on the school campus.

Users of our technology resources acknowledge their responsibility for actions and conduct while using any electronic resource. Any action by a user that is determined by an administrator to constitute an inappropriate or unauthorized use of any resource or to improperly restrict or inhibit other members from using any system is strictly prohibited and will result in terminating the user's access privileges. Users specifically agree not to submit, publish, or display on the system any defamatory, inaccurate, abusive, violent, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, or to encourage the use of controlled substances. The alteration of the setup and configuration of any computer or system component is unacceptable unless such activities are curricular objectives, in a specific course, under direct teacher supervision. Also forbidden is any breach of security including, but not limited to, divulging individual logins and passwords, hacking, or otherwise gaining unauthorized access to electronic resources. Transmission of material, information, or software in violation of any local, state, or federal law (such as copyrighted material, software piracy, harassment, vandalism, etc.) is a breach of the above terms and conditions; and all assistance will be provided to authorities in the investigation, arrest, and conviction of offenders.

Students will be using online tools such as Google Apps for Education and Schoology for communication, collaboration, time-management, document storage and course content. Furthermore, please be aware that additional instructional web tools may be introduced by teachers to enrich student learning. These tools can be accessed from most Internet-connected device with a web-browser. Although content filtering is in place while students are at school, there is always a possibility that students could be exposed to inappropriate content. School staff will monitor students' use of these tools when at school. Parents are encouraged to monitor their child's use when accessing programs from home. No personal student information is collected for commercial use. The school's use of student information is solely for educational purposes. These online tools require utilization of student information such as student's name and school email address. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from students under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given

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directly to the website operator. District and school employees have the right to monitor all postings and activities in these online tools.

Email addresses will be provided to students through Google Apps for Education to facilitate use of web 2.0 tools and to develop an appropriate digital presence. Email services are to be used only for appropriate information exchange. Email etiquette should be observed. School email accounts are to be used for school communication. Do not provide school email accounts to any websites, companies, or other third parties without the explicit permission of a teacher or administrator. Email accounts may not be used for sending messages such as: harassing, derogatory or obscene messages; threatening messages; unsolicited e-mail ("spamming"); chain letters; political activity, personal gain, commercial purposes, or profit; anonymous messages. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information. There is no assurance that email will be confidential and/or private. Our administrators will not intentionally inspect the content of e-mail sent or received by a user or disclose contents of an email without the consent of the sender or intended recipient. Our administrators will, however, comply with inspection and disclosure requests when required to do so by law or policies of our school district, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.

Personally owned devices may be brought to school as a complement to the resources made available by OPSL. Such devices are to be used at the direction of the teacher or administrator. Any personal device brought on campus is subject to the same guidelines as those devices owned by OPSL. The Internet should be accessed only through the our filtered wireless network and not through any personal connection. OPSL accepts no responsibility for the maintenance, technical support, or security of students' personal devices. Students bring personal devices on campus at their own risk.

School owned devices, when used by students either on or off campus, should be returned in a timely fashion according to the procedures of the school. They should be handled in a responsible manner and returned in the same condition as issued.

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Expected Student Behaviors

I will follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

I will not seek, view, send, or display offensive messages or media.

I will not damage, change, or tamper with the hardware, software, settings, or network.

I will not try to gain access to secure areas of the network.

I will not share my passwords with any other person.

I will use my personally owned device only when allowed by the teacher.

I will use my personally owned device under the same guidelines given for devices owned by the school.

I will only access the internet through the school's public wireless network.

I will accept responsibility for knowing how to use and maintain my personal device.

I will take responsibility for any school-owned devices that I am using.

I will notify an adult immediately if I accidentally encounter materials which violate the rules of appropriate use.

I am prepared to be held accountable for my actions and for loss of privileges if these rules are violated. I will use email only to send appropriate messages

I understand that the purpose of any electronic resource is to support research and education and will be consistent with the educational objectives of the Homewood Board of Education. The use of all electronic devices and networks is a privilege, not a right. I further understand that any or all of the following sanctions could be imposed if I violate any of the above policies and procedures regarding the use of Homewood City Technology Resources, including the Internet.

- Loss of access
- Additional disciplinary action to be determined at the individual school in line with existing practice and the Student Code of Conduct
- Legal action when applicable

Student Name: _____ Grade _____

Student Signature: _____ Date _____

Parent Name: _____

Parent Signature: _____ Date _____