SWV COMMUNITY SCHOOL DISTRICT INTERNET AND TECHNOLOGY

ACCEPTABLE USE POLICY

SWV Community School District provides computing, networking, and information resources for access and use by students, faculty, staff and other persons affiliated with the district. These resources include the access and use of SWV's district email system and computer network. The district has the responsibility and duty to maintain the integrity, operation and availability of its electronic mail systems for access and use. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring.

This policy pertains to the access and use of the district network and electronic mail system for electronic communications and storage and printing of data. The term network refers to not just the Internet connection but to all computers, resources, printers, servers, e-mail, hardware, and software of the SWV Community School District. There are no user fees for this Internet Access.

Individuals Covered

This policy applies to all persons accessing and using district electronic network and mail systems. These persons include students, faculty, staff, and use privileges extended by the district given the availability of these systems. A user does NOT own their network or email account, but does have exclusive access to this account. The district owns the account and gives you, and only you, the privilege of using it. DON'T MISUNDERSTAND. Your access to computing resources is a privilege, not a right. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources.

Purpose of Providing Internet Access

The purpose in providing Internet access to the students and staff of the SWV Community School District is to encourage educational use through access to electronic resources and breed familiarity with tools of technology.

Purpose of Policy

In order for students and staff to use SWV's network they must abide by the guidelines set forth in this Network Use Policy. If for any reason a parent or guardian does not want his/her student to have Internet access then he/she must provide written notice to the school. It is a general policy that all facilities

(hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using SWV's network, users acknowledge their understanding of the general policy and guidelines as a condition of using the SWV Community School District facilities and Internet access.

Introduction: Basic Guidelines

Internet access is coordinated through a complex association of government networks. Smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines and in order to have continuing access, it is important that you understand and agree to these guidelines. A violation could mean termination of an individual's privileges.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials and an industrious user may discover controversial information. The SWV School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The SWV Community School District reserves the right to change these rules at any time without notice.

Students will use the Internet only under teacher supervision. Students are not to be in Labs unsupervised.

SWV Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in

users' folders, observe screens of users, and read email and block what the district considers to be inappropriate sites.

The SWV Community School district does have Internet filtering hardware and software in place and active on the network. This hardware and software will be used to filter access to inappropriate material via the worldwide web and email communications. Although filtering does block most inappropriate sites, it is imperative to note that it is nearly impossible to filter all inappropriate sites. If a user encounters what he/she may question as inappropriate material via the worldwide web or email, then he/she must notify a teacher or the network administrator immediately. No user shall attempt to bypass any filtering techniques.

SWV Community School District will comply fully with any investigation concerning or relating to network activity. It is the responsibility of each user to notify the technology director if he/she believes that his/her password is known to others and if any user files have been altered.

Copyright Statement

The SWV Community School District strongly condemns the illegal distribution and copying of intellectual material. Any user caught transferring, copying, or selling these files or software in whole or in part,

will face immediate termination of their license or access privileges for the remainder of the year.

Software piracy is a federal offense and is punishable by fines or imprisonment.

Reminders for all Internet Users Regarding Violations

The following violations may lead to disciplinary action or loss of Network use privilege or both. This list is not complete.

● 	Sending abusive messages to others or using inappropriate language.

● 	Breaking Copyright rules or laws. Copying software.

● 	Creating or spreading computer viruses.

- Using another person's name or password to access Internet or email.

- Using home email accounts in school.

- Accessing or altering another user's files without permission.

- Modifying in any way the district's hardware or software.

- Placing illegal or inflammatory material on the Internet in the form of email or web pages.

- Using the Internet from school for commercial purposes or product advertisement.

- Downloading ANY file without the permission of the teacher. This is true of sound, text, photos, movies, or any other files that would be transferred from one computer to another.

- Using the Internet or email for political lobbying.

- Accessing chat rooms of any kind.

- Downloading, storing, copying, or printing files that are profane or obscene.

- Printing on school printers any material unless it is for educational use or directed to by a teacher.

- Posting any personal information about yourself, family, friends or others without permission. This includes phone numbers and addresses.

- Submitting your name, age, address, phone number, or any similar information to anyone over the Internet unless directed to do so by a teacher or other school official.

- Harassing any user through the use of their name, picture, or email.

- Sending pictures that are personally identifiable without permission.

- Agreeing to a personal encounter with someone who may have contacted you online.

- Engaging in any online chat group or submit personal information to any online site, private or public, unless under the direction of a teacher.

- Obtaining an email account from the Internet (such as Hotmail or Yahoo mail). Only school approved email accounts are acceptable.

- Forwarding of messages that would be considered obscene or unacceptable by school district standards.

- Connecting to any site involved with pornography, gambling, alcohol, or drugs.

- Trying to break the security of the system or bypass safeguards put in place by the school district.

- Posing as or trying to log in as a network user other than yourself.

- Posing as or trying to log in as a network administrator.

- Attempting to "hack" into a server, computer, or network inside or outside of the district.

- Attempting to post messages or sign up with a public USENET group or ListSERV without the authorization of a teacher and the network administrator.

- Mail bombing or purposely overloading another user or system using email.

- Playing games or downloading games online.

- Using email to inform other students about or give them information about tests, answers to quizzes, or other information that would be considered cheating.

- Posting other students' work without consent and knowledge or posting information anonymously.

Staff Guidelines

Faculty and staff are subject to the same standards, written or implied, as outlined for students. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the internet, and for assuring that students understand that if they misuse the internet, they will lose their privileges. Teachers should model appropriate behavior and help enforce these Network Use Rules. Before posting any picture of a student to a website, teachers must obtain a written letter of authorization to do so by a parent or guardian, and a separate letter is needed for each picture.

Consequences of Inappropriate Use

The consequences of inappropriate network use will depend on what that inappropriate use is. If the inappropriate use is a violation of this policy, the school will remove the user's Internet privilege for:

- 1st Offense 30 School Days

- 2nd Offense 90 School Days

- 3rd Offense 180 School Days

Each of the above covers school days and days will be carried over from one school year to the next school year. Weekends and days during holidays are not included. If there is a violation, a letter outlining the violation will be sent to the parents or guardian by the building principal. All penalties are from the time of the violation. At that time it is expected that the student and the parent/guardian will discuss the appropriate use of the Internet and school resources with the student. Any stolen material will be confiscated or destroyed.

If the violation involves the violation of civil or criminal, local, state, or federal law, the student's violation may be turned over to the proper legal authorities. Any debt incurred by the student as a result of improper use of the Internet or email is the responsibility of the student and the student's parent or guardian.

Vandalism

Any physical vandalism of any network hardware, software, printers, computers, keyboards, etc. will be considered a violation of these network use rules with the same resulting consequences of lost network use privileges.

User Email Accounts

The SWV Community School District will grant an e-mail account to each of its staff members and also students enrolled in grades 5 through 12. This account is owned by the district and can be removed at any time. Students are to use this e-mail account when doing schoolwork and will be the only e-mail account used while at school. The account can be used from home. Seniors and other users leaving the district will have their accounts disabled in August. Users are responsible for their password and their account. At no time should one user give their password to another user. This will be considered a violation of the Internet User Policy. Users are not to use or allow others to use their e-mail account; to do so constitutes a violation of the Network User Policy. These email accounts will be checked by the SWV Community School District. Any inappropriate use can result in the loss of the account as specified in the user policy consequences. Inappropriate use will be determined by the school district but could include, but is not limited to, the items listed above. Save messages in the appropriate manner. E-mail accounts are not to be considered private.

Enforcement

The District Technology Director is authorized to monitor the use of all district wide technology resources and to manage and protect those resources and the rights of their users, and to recommend the

imposition of sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, or external, involving civil or criminal action under state or federal laws.

Southwest Valley School District

Standards For Proper Chromebook Care

This document is an important addendum to the Chromebook Acknowledgement Form.

Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

How to Handle Problems:

- Promptly report any problems to the Technology Coordinator or Building Principal.

- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.

- When in doubt, ask for help.

General Care:

- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, or casing. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.

- Do not remove or interfere with the serial number or any identification placed on the Chromebook.

- Do not do anything to the Chromebook that will permanently alter it in any way. Stickers are not approved.

- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.

Carrying the Chromebook:

- Always store the Chromebook in the laptop bag provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Chromebook other than the Chromebook itself, as this may damage the screen.

- We recommend that you carry the laptop bag to and from school inside your normal school pack. Do not overstuff your pack – extreme pressure on the Chromebook can cause permanent damage to the screen and other components.

- Do not grab and squeeze the Chromebook, as this can damage the screen and other components

Screen Care:

The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop screen cleaners.

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

- Never leave any object on the keyboard. Pens or pencils or headphones left on the keyboard will crack the screen when the lid is closed.

Battery Life and Charging:

- Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.

- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger.

    Close the lid of the Chromebook when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety:

Avoid extended use of the Chromebook resting directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows

you to situate the screen at eye-level and keyboard at lap-level.

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.

I will supervise my child's use of the device at home.

- I will discuss our expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email.

- I will make sure that my child recharges the Chromebook nightly.

- I will not attempt to repair the Chromebook, nor have the Chromebook repaired through a private service.

- I will not attempt to clean it with anything other than a soft, dry cloth.

- I will report to the school any problems with the Chromebook.

- I will not install or delete software from the Chromebook.

- I will make sure my child brings the Chromebook to school every day.

- I agree to make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from Southwest Valley High School.

- I will instruct my child to keep the Chromebook in a secure location when not in his/her possession.

Student Responsibilities

Your Chromebook is an important learning tool intended for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities.

When using the Chromebook at home, at school, and everywhere else, I will follow the policies of the Southwest Valley High School

Acceptable Use Policy, and abide by all local, state, and federal laws.

- I will recharge the battery each night.

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.

- I will not lend the Chromebook to anyone except parents/guardians, including friends or siblings; it will stay in my possession at all times.

- I will not load or remove software programs from the Chromebook.

- I will not give personal information when using the Chromebook.

- I will bring the Chromebook to school every day.

- I will keep all my assigned accounts and passwords secure, and will not share these with other students.

- I will not attempt to clean or repair the Chromebook.

- I will return the Chromebook when requested and upon my withdrawal from Southwest Valley High School.

- I will place the Chromebook in its protective bag when not in use and when it is being moved.

- I will make the Chromebook available for inspection by school staff upon request.

- I will report loss or theft of the Chromebook to parents, school, and proper authorities (police) immediately.

- I will not record (audio/visual) others without their permission.

- I will not remove or attempt to remove identification tags on the Chromebook nor deface the Chromebook with stickers, marking pens, etc.

Student Chromebook Acknowledgement Form

Review each statement below.

• I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the Chromebook, external hard drive, flash drive or cloud storage).

• I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen due to gross negligence as determined by administration.

• I understand that my family is responsible for damages that occur to the Chromebook and power adapter.

• I will not install or use file-sharing programs to download music, video or other media.

• I will not duplicate nor distribute copyrighted materials other than a backup copy of those items I legally own.

• I will keep the Chromebook lid fully closed whenever it is moved from one point to another.

• I will read and follow general maintenance alerts from school technology personnel.

• I will report any problems with my Chromebook to the Technology Coordinator or Principal in a timely manner.

I have read the Standards for Proper Chromebook Care and the Parent/Student Responsibilities and agree with their stated conditions.

_____ Yes, We Accept Chromebook   _____ No, We Decline Chromebook

We decline service at this time, and I understand that my student will not be assigned a chromebook. I further understand that my student will have access to computers during school hours.

Student Name (please print)

_____

Student Signature X_____ Date _____

Primary Student Household - Parent Name (please print)

_____

Parent/Guardian Signature X_____Date _____